

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR BOARD MEETING

Wednesday, April 20, 2016

South Monterey County Joint Union High School District Office Board Room
800 Broadway
King City, CA 93930

VISION

South Monterey County Joint Union High School District is a progressive academic learning community that is committed to life-long educational success

MISSION

South Monterey County Joint Union High School District inspires and empowers all students with the knowledge and skills necessary to achieve their full potential to succeed as responsible and productive citizens

BOARD OF EDUCATION

Paulette Bumbalough - President
Joe Santibanez - Clerk
Mike LeBarre - Member
David Gaboni – Member
Paul Dake - Member

STATE ADMINISTRATOR

Daniel Moirao, Ed.D.

STUDENT BOARD MEMBER

Chelsea Garcia - KCHS ASB President

OPEN SESSION: 5:25 PM

A. CALL TO ORDER

B. PUBLIC COMMENT

The public may address the Board concerning items that are scheduled for discussion during closed session by completing the Request to be Heard Form provided on the table at the entrance to the meeting room and submitting the card to the Executive Assistant prior to the Board adjourning to closed session.

El público puede dirigirse a la Mesa Directiva de Educación con respecto a asuntos que están enlistados para dialogar durante la sesión a puertas cerrada completando así la forma que se le da a la comunidad para poder hablar durante la sesión, esta forma se encuentra en la entrada de la junta donde se lleva a cabo la sesión y entregando esta tarjeta a la Secretaría de el Superintendente antes de que la Mesa Directiva de Educación de por terminada la junta.

CLOSED SESSION: 5:30 PM

- A. Public Employment
- B. Employee Discipline/Dismissal/Release/Complaint
- C. Negotiations with Employee Organizations
- D. Threatened/Potential Litigation

OPEN SESSION: 6:30 PM

A. CALL TO ORDER

B. FLAG SALUTE

C. REPORT OF CLOSED SESSION ACTIONS

D. STUDENT BOARD MEMBER REPORT

E. BOARD MEMBER COMMENT

- F. *PUBLIC COMMENT: Unless otherwise determined by the Board/State Administrator, each person is limited to 3 (three) minutes. If a large number wish to speak on a specific item, there is a limit of 20 minutes total input on an item. For matters that are not listed on the agenda, the Board may refer the matter to the Superintendent or designee, or take it under advisement, but shall not take action at that time except as allowed by law.*

El público puede dirigirse a la Mesa Directiva de Educación con respecto a asuntos generales o a asuntos especificados en la agenda. La persona que quiera hablar debe de pedir la forma que se le da a la comunidad

age pidiendo permiso antes de la junta, indicando si se desea hacer algún comentario sobre un tema de la agenda o algún otro asunto y presentarlo a la Secretaría de el Superintendente. Esta es una oportunidad de dirigirse a la Mesa Directiva de Educación cuando un asunto se esté llevando a cabo. A menos que se determine de otra manera por el Administrador de el Estado, cada persona tiene un máximo de 3 minutos para hablar. Se hay muchas personas que quieran hablar sobre un asunto específico entonces habrá un límite de 20 minutos en total para cada asunto. Para asuntos que no estén enlistados en la agenda, La Mesa Directiva podrá referir ese asunto al Superintendente o su designado o poner ese asunto en sobre aviso, pero no se tomara ninguna acción en ese momento excepto cuando la ley lo permita.

G. GEPORT FROM STATE ADMINISTRATOR

H. APPROVAL OF AGENDA

I. EMPLOYEE ORGANIZATIONS

J. CONSENT AGENDA

1. Approval of Minutes: March 23, 2016 (Pages 1-9)
2. Approval of Personnel Report Dated April 20, 2016 (*Claudia Arellano, Sr. Director Human Resources*)
3. Approval of Accounts Payable Warrants – March 2016 (*Duane Wolgamott, CBO*) (Pages 10-20)
4. Approval of Purchase Orders – March 2016 (*Duane Wolgamott, CBO*) (Pages 21-25)

K. CONSENT ITEMS REMOVED FOR COMMENT/QUESTIONS

L. INFORMATION ITEMS

1. Curriculum and Instruction Update (*Diana Jimenez, Director of Educational Services*)
2. School Enrollment, Attendance, and Referrals Statistics (*Duane Wolgamott, CBO*) (Pages 26-44)
3. Revenue and Expense Report for 2015-16 (*Duane Wolgamott, CBO*) (Pages 45-52)
4. Cash Flow Summary Report for 2015-16 (thru March 2016) (*Duane Wolgamott, CBO*) (Pages 53-85)
5. Roofing Bid Information (*Duane Wolgamott, CBO*) (Page 86)
6. Return of Local Control to South Monterey County Joint Union High School District (*Daniel Moirao, Ed.D., State Administrator*) (Pages 87-90)
7. Board Policies – First Reading (*Daniel Moirao, Ed.D., State Administrator*) (Pages 91-215)
 - BP 1312.3 – Uniform Complaint Procedures (revised)
 - AR 1312.3 – Uniform Complaint Procedure (revised)
 - BP 3270 – Sale and Disposal of Books, Equipment, and Supplies (revised)
 - BP 3553 – Free and Reduced Price Meals
 - AR 3553 – Free and Reduced Price Meals
 - AR 4161.1, 4361.1 – Personal Illness Injury (revised)
 - AR 4161.2, 4261.2, 4361.2 – Personal Leave (revised)
 - AR 4261.1 – Personal Illness Injury Leave (revised)
 - BP 5146 – Married Pregnant Parenting Student (revised)
 - BP 6142.7 – Physical Education and Activity (revised)
 - BP 6164.2 – Guidance Counseling Services (revised)
 - BP 6152 – Class Assignment (new)
 - AR 6162.51 – State Academic Achievement (new)

M. ACTION ITEMS

1. Approval of Resolution #10:15/16 Proclaiming and Honoring California Day of the Teacher (*Daniel Moirao, Ed.D., State Administrator*) (Pages 216-217)
2. Approval of Resolution #11:15/16 Proclaiming and Honoring Classified School Employee Week (*Daniel Moirao, Ed.D., State Administrator*) (Pages 218-219)
3. Approval of MOU with MCOE for Math Professional Development (*Diana Jimenez, Director of Educational Services*) (Pages 220-223)
4. Approval of MOU Between the SMCJUHSD and the County of Monterey Health Department Behavioral Health Bureau (*Duane Wolgamott, CBO*) (Pages 224-237)

5. Agreement to Hire Interim Superintendent (*Paulette Bumbalough, President, Board of Education*) (Pages 238-239)
6. Approval of State of California Cal-Card Purchasing Card Program (*Duane Wolgamott, CBO*) (Pages 240-257)
7. Approval of MOU with Girls Inc. (*Daniel Moirao, Ed.D., State Administrator*) (Pages 258-262)
8. Board Policies – Second Reading (*Daniel Moirao, Ed.D., State Administrator*) (Pages 263-338)
 - E 1330 – Use of School Facilities
 - BP 3270 - Sale and Disposal of Books, Equipment and Supplies (revised)
 - AR 3270 - Sale and Disposal of Books, Equipment, and Supplies (revised)
 - BP 3300 – Expenditures and Purchases
 - AR 3311 - Bids (revised)
 - AR 3512 - Equipment (revised)
 - AR 4112.23 - Special Education Personnel (new)
 - BP 4154, 4254, 4354 - Health and Welfare Benefits (revised)
 - AR 4154, 4254, 4354 - Health and Welfare Benefits (revised)
 - AR 5112.2 - Exclusions from Attendance (revised)
 - AR 5125 - Student Records (revised)
 - BP 5141.31 - Immunizations (new)
 - AR 5141.31 - Immunizations (new)
 - BP 6177 - Summer Learning Programs (revised)
 - BP 6190 - Evaluation of the Instructional Program (new)

N. PROMOTING DISTRICT

O. FUTURE AGENDA ITEMS/MEETING DATES

- May 17, 2016 - Board Study Session – King City
- May 18, 2016 – Regular Board Meeting – Greenfield High School
- June 15, 2016 – Regular Board Meeting – King City
- June 21, 2016 - Board Study Session – King City
- July 19, 2016 – Board Study Session – King City
- July 20, 2016 – Regular Board Meeting (if needed) – Greenfield High School
- August 16, 2016 - Board Study Session – King City
- August 17, 2016 – Regular Board Meeting – King City
- September 20, 2016 - Board Study Session – King City
- September 21, 2016 – Regular Board Meeting – Greenfield High School
- October 18, 2016 - Board Study Session – King City
- October 19, 2016 – Regular Board Meeting – King City
- November 15, 2016 - Board Study Session – King City
- November 16, 2016 – Regular Board Meeting – Greenfield High School
- December 14, 2016 – Regular Board Meeting – King City
- December 19, 2016 - Board Study Session – King City

P. SIGNING OF PAPERS

Q. ADJOURNMENT (TO CLOSED SESSION) (if required)

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR BOARD MEETING

Wednesday, March 23, 2016

Minutes

BOARD OF EDUCATION

Paulette Bumbalough – President - Present
Joe Santibanez – Clerk - Present
Mike LeBarre – Member - Present
David Gaboni – Member - Present
Paul Dake – Member - Present

STATE ADMINISTRATOR

Daniel Moirao, Ed.D.

STUDENT BOARD MEMBER

Ramon Fragoso - GHS ASB President

OPEN SESSION:

Call to Order

Paulette Bumbalough called the meeting to order at 5:32 PM.

Public Comment

There were not any comments from the public, the Board reconvened to closed session.

CLOSED SESSION:

- A. Public Employment
- B. Employee Discipline/Dismissal/Release/Complaint
- C. Negotiations with Employee Organizations
- D. Threatened/Potential Litigation
- E. Negotiations with Unrepresented Employee: Superintendent

OPEN SESSION:

Call to Order

Paulette Bumbalough called the meeting to order at 6:40 PM.

Flag Salute

Paulette Bumbalough led in the flag salute.

Report of Closed Session Actions

Paulette Bumbalough said they discussed employment and negotiations of an unrepresented employee with legal counsel.

Student Board Member Report

Ramon Fragoso was not present to give a report.

Board Member Comment

Paul Dake said he attended the GHS WASC visitation the first day they were in the district. Mr. Dake said he was very impressed with the staff; they were well prepared. He also assisted in the GHS FFA barbeque fundraiser. They sold 500 sausages.

David Gaboni said he attended the Monterey County School Board Association meeting where they discussed the dinner and organizational meeting scheduled for April 14 and the conference which was held at Pebble Beach last year. They will be presenting an Excellence in Education Award to the Boys and Girls Club of Monterey.

Mr. Gaboni said Monterey County will be honoring a Classified Employee of the year. There are 27 districts in the county, 13 districts submitted an individual from their district for the award, their supervisor submitted the name for the award. He encouraged our district to submit an individual next year for the award.

The individual selected would then be eligible for the state award.

Mr. Gaboni said the State also has a Classified Employee Award.

Mike LeBarre said his work has been keeping him very busy. He attended a 75-year celebration at Fort Hunter Liggett. There will be several events throughout the year. The next event will be on May 4 where they will be talking about moving into the future for FHL. He encouraged everyone to attend.

Joe Santibanez said he made site visits at GHS and KCHS. He appreciated the tours, it was an educational experience for him. He especially enjoyed the 3D dissecting computer.

He assisted in the alumni game and attended the barbeque. He saw firsthand how good our current team is. He also attended the GHS WASC meeting and was very impressed with our staff.

Mr. Santibanez wished everyone an enjoyable spring break.

Paulette Bumbalough said she attended the KCHS scholarship interviews on Monday night. Every year she is impressed with the students, and wished she could give every student a scholarship.

Ms. Bumbalough said she is very appreciative of the staff.

Public Comment

There were not any comments from the public.

Report from State Administrator

Dr. Moirao said spring break will start on Friday, March 25 for the students and site staff. There will be a few employees working during that week but the offices will be closed.

Dr. Moirao introduced Mr. Croy as the acting principal during the absence of Ms. Janet Sanchez-Matos. Ms. Matos is expected to return after spring break.

We have received notification the WASC visit at Portola-Butler will take place on February 13 and 14, 2017.

We set a record with negotiations with CSEA, we settled in four hours. Today they met with CTA, they anticipate completing negotiations at the next meeting.

Dr. Moirao said a contract has been signed for 2 more portables at GHS, they will be arriving in July. We are anticipating they will be ready for occupancy at the beginning of the 2016-17 school year. There will be a contingency plan just in case.

Paulette asked where they would be placed. Dr. Moirao said they will be located on the back side of the parking lot by adjoining the current portables.

Dr. Moirao said he will be meeting with some Greenfield parents regarding the unification issue tomorrow evening at GHS. The parents have requested the meeting; they are requesting clarification on some questions. Dr. Moirao distributed an article which was in the Salinas Californian today regarding unification, there is some inaccurate information in the article. He has contacted the newspaper regarding the article.

He wanted to alert everyone the trees at KCHS along Mildred Street will be coming out. We were notified by PG&E that they pose a hazard condition being too close to their lines. We are being compensated for new trees which will need to be set back further than the current ones. There has been an all call sent to parents, submitted a press release for the south county newspapers, and PG&E have notified the residences on Mildred Street of the project. We did not have any choice in the matter, we were told they had to be removed.

Mike LeBarre asked if there will be compensation for the trees which are being removed. Dr. Moirao responded yes. The replacement trees will need to be placed 14 feet back further than where the current

trees are planted. A total of 23 trees will be removed, only 7 will be replaced. There are 16 trees by the Stanton Theatre and the Mildred parking lot, there really is no practical location for replacement trees in these locations.

Mike LeBarre suggested planting trees by the entrance of the high school to give it a nicer appearance. He said the City of King also had trees removed at the request of PG&E, they were willing to work with the city and felt they would also work with the high school.

Joe Santibanez asked if smaller trees could be planted. Diane Miller said shrubs could be planted, shrubs would not be an issue with PG&E.

Dr. Moirao said we were informed by the company who is installing the new sewer lines on Broadway we had to trim the trees along Broadway. Diane Miller contacted the City of King requesting a letter to that affect. We did not receive a letter, but today the trees were trimmed without any action from the district.

Dr. Moirao said we received a preliminary report from the STRS audit. We are talking to legal counsel regarding the findings. It does impact some of our retired employees.

We are hopeful the alarm system at GHS will be completed during spring break, the company will be testing the system during spring break. An all call phone message has gone out to parents advising if they hear alarms it is only the system being tested. The police and fire departments have also been notified.

Dr. Moirao said at some point we need to talk about the consulting firm who was designated to do the superintendent search.

Dr. Moirao advised the Board he will be a presenter at the ASCD annual conference in Atlanta, Georgia from Friday, April 1 through April 4.

We are currently producing three films for use, one for recruiting, which will feature several of our teachers and students. Dr. Moirao said he will also have a film in which he will talk about the virtues of the district, this will also be posted on our website. The last film will be of students and parents promoting the district. This will also be posted on our website. We want to bring attention to the district, promoting the benefits of working for our district and its many virtues.

Approval of Agenda

Dr. Moirao said he would like to add the addendum item to closed session on the board agenda.

Motion made by Paul Dake and seconded by Mike LeBarre to approve the agenda with the addition of the addendum item. All Board members said aye. Dr. Moirao approved the recommendation.

Employee Organizations

There were not any members of the employee organizations present.

CONSENT AGENDA

1. Approval of Minutes: February 16, February 24, and March 8, 2016
2. Approval of Personnel Report Dated March 23, 2016
3. Approval of Accounts Payable Warrants – February 2016
4. Approval of Purchase Orders – February 2016
5. Approval of Williams Quarterly Report

Motion made by Mike LeBarre and seconded by Joe Santibanez to approve the consent agenda. All Board members said aye. Dr. Moirao approved the recommendation.

Consent Items Removed for Comment/Questions

Board members did not remove any items for further discussion.

INFORMATION ITEMS

Curriculum and Instruction Update

Diana Jimenez said two weeks ago members of DELAC toured GHS, they were very excited about what is happening and student progress being made.

Diana Jimenez distributed math 1 and math 2 benchmark analysis data. The teachers reviewed the progress the students are making on a whole. The last benchmark analysis was reviewed in October, there will be another review in April or May.

The teachers score the benchmarks, the student results are uploaded into Illuminate, the sites generate the reports, and the results are then combined to show student results district wide.

The teachers reviewed and analyzed the benchmark data, reviewed each math problem and discussed the reasons for the results. The teachers had open and honest discussions of the results.

The math teachers also analyzed their own benchmark results, results were shared, and math practices were reviewed.

The teachers then reviewed any matters, what the students knew, what they did not know, set goals, plan, and act.

There was more collaboration between the teachers this year. The teachers are internalizing the data; they have developed 5 or 6 things they would like to review during professional development time. The teachers are working very well together.

Paulette Bumbalough said it is obvious this was such a success because of Ms. Jimenez enthusiasm about the program and as a coach. Ms. Jimenez said she wished she could have recorded the collaboration taking place between the teachers at the meeting.

School Enrollment, Attendance, and Referrals Statistics

Paul Dake questioned the weapon possession data on page 41 on the GHS report. He asked what was the disposition of the weapon. Mr. Lynch said it was the first time offense for a student and he did not banish the weapon. It was a small knife. Mr. Lynch said the offense did not follow the guidelines for the student to be expelled.

Joe Santibanez inquired what action was taken. Mr. Lynch said the student was suspended, but has since returned to school.

Revenue and Expense Report for 2015-16

The Board did not have any questions on the revenue and expense report.

Cash Flow Summary Report for 2015-16 (thru February 2016)

The Board did not have any questions on the cash flow summary.

Dr. Moirao thanked the Board for asking questions in advance of the board meeting, it gives the district an opportunity to do the necessary research with a response. Paulette Bumbalough said it is still a learning curve for her. David Gaboni said he appreciates the prompt response. Mike LeBarre said when Board members send emails regarding their questions he appreciates Dr. Moirao sending the response to all of the Board members.

Consolidated Application Report

Dr. Moirao said this report is submitted several times during the course of the school year.

Paul Dake questioned the amount on page 92 of \$5,000 for Title III, for services and other operating expenses. Mr. Wolgamott said the amount he is seeing is \$30,553, the fund is 5000. Duane Wolgamott said the \$30,553 would be for staff travel, conferences, contracts for services, and software. He added most of it is for software. Dr. Moirao said to keep in mind there will be parents attending CAFE, the district covers those expenses. Mr. Wolgamott added this is an accumulation of 18 months.

State of California Cal-Card Purchasing Card Program

Dr. Moirao said this is something we are considering. Mr. Wolgamott said he is encouraging the district to use this process. Dr. Moirao added, he has not been in favor of having credit cards however, there have been times when employees go to conferences they have had to use their own credit card and then request reimbursement from the district. With this card the district could pay for rooms in advance. Dr. Moirao said he is not in favor, of the credit card but also realizes it would be beneficial to staff rather than having them pay out of pocket and wait for the reimbursement.

Paul Dake asked who will have the card. Duane Wolgamott said that would be written in the procedure, right now he is thinking the card will be issued to him and he would have control of the card and it would be kept at the district office. The district would make all travel arrangements; the card would not be issued to any employees.

Mike LeBarre said the balances should be paid off on a monthly basis, the response was yes. Duane Wolgamott reminded the Board this is a state credit card.

Mike LeBarre said he too is hesitant and cautious about the credit card. Mr. LeBarre said this is where the trust level comes from the Board to staff. He is aware there would be a responsible individual assigned to the credit card and it would be appropriately used.

PG & E and Tree Removal Along Mildred Street

Joe Santibanez asked when the tree removal will start. The response was March 28.

Mike LeBarre inquired what type of communication has been made to the community regarding the tree removal. Diane Miller said she has submitted a press release to the South County Newspapers, but was informed it would only be printed if there was room. The school has sent out automatic calls to parents in English and Spanish, a member of the city council has been informed, as well as PG&E has done a mailing as well as handouts to the homeowners who live on Mildred Street.

A suggestion was made to contact our local radio station, KRKC to announce the project and to put it on facebook.

Dr. Moirao said he felt community members who had attended King City High School may have an issue with the tree removal.

David Gaboni inquired if the wood could be used for burning. The comment was made it really is not good for barbeques or for fireplaces. Diane Miller said she would prefer not to have it stacked somewhere because it may attract rodents and insects. She felt it was best to have PG&E remove the debris.

Mike LeBarre suggested taking pictures of the trees before they are removed since they have been a part of the campus for so many years.

Paulette Bumbalough said from what she is hearing; we have done a good job in notifying the community.

Williams Facility Report – Greenfield High School

Diane Miller said this is the third quarterly report. She said all of the items referenced for Room 201 are a work in progress. The district is not allowed to indicate any work in progress to the county, the item has to be completed. The leaky roof noted on Room 601 is one of the portables. We are in the process of getting bids for roof repairs. She said she is hoping we will be able to include a roofing repair contact on the April board agenda. The notation on Room 603 is for a leaky roof. The notation about a trip hazard in Room 609 has been resolved. Room 610 has a notation of carpet stains and tripping hazard. Ms. Miller said they are going to try to piggyback on an agreement with the contractor they had over the summer for carpet repair. The vents have been cleaned in Room 614 and the torn screens in Room 615 have been replaced. The tripping hazard mentioned in the weight room has been ground down.

Ms. Miller said these are the repairs which have been completed since the last Williams Facility Report.

David Gaboni thanked Diane Miller and her staff for their attention to the repairs.

Board Policies – First Reading

E 1330 – Use of School Facilities

BP 3270 - Sale and Disposal of Books, Equipment and Supplies (revised)

AR 3270 - Sale and Disposal of Books, Equipment, and Supplies (revised)

BP 3300 – Expenditures and Purchases

AR 3311 - Bids (revised)

AR 3512 - Equipment (revised)

AR 4112.23 - Special Education Personnel (new)

BP 4154, 4254, 4354 - Health and Welfare Benefits (revised)

AR 4154, 4254, 4354 - Health and Welfare Benefits (revised)

AR 5112.2 - Exclusions from Attendance (revised)

AR 5125 - Student Records (revised)

BP 5141.31 - Immunizations (new)

AR 5141.31 - Immunizations (new)

BP 6177 - Summer Learning Programs (revised)

BP 6190 - Evaluation of the Instructional Program (new)

David Gaboni said he had a question on E 1330 (1), the direct costs. Mr. Wolgamott said that would include anything the district had to incur, such as staff who would need to open or close a facility, clean up after an event, and stadium lights. In other words, these would be costs the district would have to pay for.

David Gaboni said the usage amount is based on what we currently anticipate and know at this time. The response was yes.

Dr. Moirao pointed out to the Board this chart is for only non-profit organizations. The recommendation is being made to charge \$5 per hour for those community groups who provide services to our students and community. Dr. Moirao said the Board could change the amount to zero, plus the direct costs. We have tried to make this as inexpensive as possible, but still have a minimal charge for the areas where costs would be incurred by the district.

Paulette Bumbalough felt the \$5 per hour charge to offset our expenses was a fair amount.

Ms. Bumbalough asked what the charges were before this recommendation. Duane Wolgamott said that information is on page 151 in the board packet.

David Gaboni asked, when someone requests to rent a district facility does the request go to all of the individuals it may impact. Mr. Wolgamott responded yes.

Paulette said she felt we should have a nominal fee.

Dr. Moirao said the district needs to be careful, if we don't charge a minimal account it would be considered a donation of public funds.

Mike LeBarre said it was good separating the direct costs from the fee. He felt this as a very fair amount. The suggestion was made to have a one-time \$25 administrative fee.

Duane Wolgamott said the policy allows the State Administrator to make any discretionary changes.

Mike LeBarre said he is very pleased we are staying on top of the policies.

Paulette Bumbalough asked the Board to review the policies first reading, if any changes are being requested to make sure they are given to Dr. Moirao before the next board meeting.

ACTION ITEMS

Approval of Contract with Assetworks for Fixed Asset Management Services

Dr. Moirao said FCMAT has informed the district we need to have an accurate inventory of our assets. This contract would bring our listing up to date.

Motion made by Paul Dake and seconded by Mike LeBarre to approve the contract with Assetworks for fixed asset management services.

All Board members said aye. Dr. Moirao approved the recommendation.

Approval of Contract with Dolinka Group for a Developer Fee Justification Study and the 2016-2017 Annual and Five Year Report on Developer Fees

Dr. Moirao said we can increase our developer fee, but only after a justification study has been completed.

Paulette Bumbalough asked, if the state has authorized the increase in the developer fees, why we have to pay a company to do a justification study.

Dr. Moirao said we have to pay for the study to justify collecting the state money.

Motion made by Mike LeBarre and seconded by Joe Santibanez to approve the contract with Dolinka Group for a developer fee justification study and the 2016-2017 annual and five-year report on developer fees.

All Board members said aye. Dr. Moirao approved the recommendation.

Approval of Consulting Agreement with Upper Hand Athletics

Dr. Moirao said this is an experimental program in our PE department which encourage students to have a healthy life style. This can be a credit recovery program for those students who are behind on PE credits.

Motion made by Mike LeBarre and seconded by Joe Santibanez to approve the agreement with Upper Hands Athletics. All Board members said aye. Dr. Moirao approved the recommendation.

Approval of MOU with Systems Leadership Collaborative

Dr. Moirao said the district was invited to participate in the ACSA Systems Leadership Collaborative. He has been speaking with Michael Fullen, he would like our district to be the model around LCAP. This MOU would allow us to participate.

Motion made by David Gaboni and seconded by Paul Dake to approve the MOU with Systems Leadership Collaborative.

All Board members said aye. Dr. Moirao approved the recommendation.

Approval of Internship Contract Agreement with Brandman University

Dr. Moirao said this agreement would allow the district to enter into a contract with the university for teachers who are in the process of getting their credential.

Motion made by Joe Santibanez and seconded by David Gaboni to approve the contract agreement with Brandman University.

All Board members said aye. Dr. Moirao approved the recommendation.

Joe Santibanez said he was pleased about the contract since it is difficult getting special ed teachers.

Approval of 2016-2017 School Calendar

Dr. Moirao said this is the academic calendar, we want to make it available to our families.

Paulette Bumbalough asked if we tried to work with the elementary districts in King City and Greenfield to align the calendar. Dr. Moirao said we have worked with the King City Union School District but have not had any response from the Greenfield Union School District.

Dr. Moirao said the only difference with the KCUSD and our calendar is they will be taking the entire Thanksgiving week off.

Motion made by Joe Santibanez and seconded by Mike LeBarre to approve the 2016-2017 academic calendar.

All Board members said aye. Dr. Moirao approved the recommendation.

Approval of Surplus Books from Portola-Butler Continuation High School

Dr. Moirao said these books are outdated and do not follow the common core standard. Therefore, the request is being made to have the books considered surplus.

Motion made by Paul Dake and seconded by Mike LeBarre to surplus the books from Portola-Butler Continuation High School.

All Board members said aye. Dr. Moirao approved the recommendation.

Approval to Surplus Tables from King City High School

Diane Miller said these are old drafting tables, which are no longer in good repair. There was one teacher who thought he might be interested in them, but because of their condition determined they would not be useful in his classroom.

Motion made by David Gaboni and seconded by Joe Santibanez to surplus the tables from King City High School.

All Board members said aye. Dr. Moirao approved the recommendation.

Board Policies – Second Reading

AR 4032 - Reasonable Accommodations (revised)

BP 4119.11- Sexual Harassment (revised)

BP 5117 - Interdistrict Attendance (revised)

BP 5123 - Promotion, Acceleration, Retention (revised)

BP 6142.1 - Sexual Health and HIV Aids Prevention Instruction (new)

AR 6142.1 - Sexual Health and HIV Aids Prevention Instruction (new)

BP 6142.92 - Mathematics Instruction (new)

BP 6146.1 - High School Graduation Requirement Standards of Proficiency (revised)

BP 6152.1 - Placement in Mathematics Courses (new)

BP 6173 - Education for Homeless Children (revised)
AR 6173 - Education for Homeless Children (revised)
AR 6173.1 - Education for Foster Youth (revised)
BP 6179 - Supplemental Instruction (revised)
BB 9150 - Student Board Members (revised)

Dr. Moirao distributed a revision to BP 6146, the listing of the courses has been updated on the chart and any reference to CAHSEE has been deleted.

Motion made by Mike LeBarre and seconded by Joe Santibanez to approve board policies second reading.

All Board members said aye. Dr. Moirao approved the recommendation.

Promoting District

Mike LeBarre said he would like to promote the MOU with Brandman University which may assist in getting teachers to better serve our students.

Mr. LeBarre said he would also like to promote the MST \$38.00 student bus fare discount during the summer. He will be getting the flyer and information.

Future Agenda Items/Meeting Dates

April 19, 2016 - Board Study Session – King City
April 20, 2016 - Regular Board Meeting – King City
May 17, 2016 - Board Study Session – King City
May 18, 2016 - Regular Board Meeting – Greenfield High School
June 15, 2016 - Regular Board Meeting – King City
June 21, 2016 - Board Study Session – King City
July 19, 2016 - Board Study Session – King City
July 20, 2016 - Regular Board Meeting (if needed) – Greenfield High School
August 16, 2016 - Board Study Session – King City
August 17, 2016 - Regular Board Meeting – King City
September 20, 2016 - Board Study Session (if needed) – King City
September 21, 2016 - Regular Board Meeting – Greenfield High School
October 18, 2016 - Board Study Session – King City
October 19, 2016 - Regular Board Meeting – King City
November 15, 2016 - Board Study Session – King City
November 16, 2016 - Regular Board Meeting – Greenfield High School
December 14, 2016 - Regular Board Meeting – King City
December 19, 2016 - Board Study Session – King City

Signing of Papers

Dr. Moirao signed the appropriate papers.

Adjournment

Paulette Bumbalough adjourned the meeting at 8:00 PM.

Daniel R. Moirao, Ed.D., State Administrator

Date

**SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
GOVERNING BOARD**

SUBJECT: Approval of Accounts Payable Warrants (March 2016)

MEETING: April 20, 2016

AGENDA SECTION:

- ACTION
- INFORMATION
- ACTION/CONSENT

Board Goals:

- _____ Improve/Sustain Student Achievement through CAASPP Test and Other Assessment Measures
- _____ Improve School Climate and Student Discipline in Support of Teaching, Learning and Student Safety
- X Develop/Sustain Fiscal Crisis Long-Term Solution
- _____ Ensure Board and Administrator Participation in CSBA's Masters in Governance and Other Trainings
- _____ Ensure that Facilities are Safe for Staff and Students
- X Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

Attached is the listing of the Accounts Payable warrants for the month of March 2016.

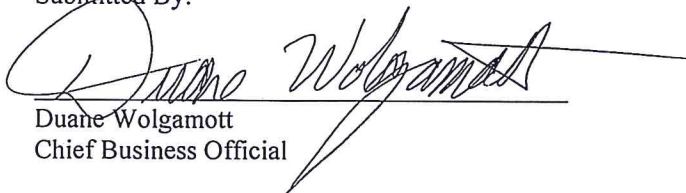
Recommendation:

The recommendation is being made for the State Administrator to approve the warrants.

Fiscal Impact:

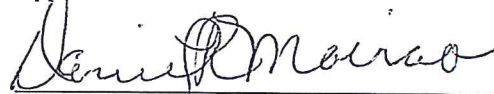
Within budgeted amounts

Submitted By:



Duane Wolgamott
Chief Business Official

Approved:



Daniel R. Moirao, Ed.D.
State Administrator

Checks Dated 03/01/2016 through 03/31/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12217977	03/03/2016	Steven R. James	11-4300	Adult Ed meeting Supplies		40.15
12217978	03/03/2016	Chrystene L. Allred	01-5200	ASB Works Conf		84.16
12217979	03/03/2016	Claudia H. Arellano	01-5860	DOJ Custodian of Records Fingerprinting		20.00
12217980	03/03/2016	Isaac M. Estrada	01-5200	ACSA Special ED Academy		372.06
12217981	03/03/2016	Diana M. Jimenez	01-5200	Leadership Symposium		188.30
12217982	03/03/2016	Elizabeth Rodriguez	01-5200	Finance & Budget develop meeting		84.36
12217983	03/03/2016	Tony Arreguin-Gonzalez	01-3202	Pers Prior mbr earning		199.25
12217984	03/03/2016	Diane L. Miller	25-5200	CASH Annual Conf	235.44	
				Toll Fee for Travel to CASH Annual Conf	5.00	240.44
12217985	03/03/2016	A T & T CALNET 2	01-5910	CALNET		142.63
12217986	03/03/2016	ACSA EdCal Job Board	Cancelled	2016 CCSS Spring Conf.		150.00 *
		Cancelled on 03/16/2016, Cancel Register # AP03172016				
12217987	03/03/2016	AMERICAN SUPPLY COMPANY	01-4300	Custodial Supplies		161.69
12217988	03/03/2016	Antonio Hermosillo DBA: Lopez Auto Glass	01-5620	Vehicle Window Repairs		244.66
12217989	03/03/2016	AUS-WEST Lockbox	01-4300	Staff Uniforms	104.16	
			01-5800	Shop Towels and Mechanic's Coveralls	30.56	
			13-5800	Services	96.37	231.09
12217990	03/03/2016	Aztec Software Associates, Inc	11-5800	adult ed materials		5,602.50
12217991	03/03/2016	BSN Sports / US Communities	01-4300	Base anchors, Home plate, Pitchers rubber		315.20
12217992	03/03/2016	BUS WEST	01-4300	Parts for Buses		298.19
12217993	03/03/2016	California's Valued Trust	01-9513	Insurance		79,047.52
12217994	03/03/2016	Cambridge University Press	11-4200	Adult ed materials		3,027.12
12217995	03/03/2016	CASAS-Comp Adult Stndt AsstSys	11-4200	adult ed material		3,279.08
12217996	03/03/2016	CASEY PRINTING, INC	01-5800	WASC Documents		1,306.61
12217997	03/03/2016	CDW-G	01-4300	Head sets for all 4 ELD Carts.Per Quote #1BLMH4Z		4,589.72
12217998	03/03/2016	Foster Farms Dairy	13-4700	Dairy / Cafeteria		966.67
12217999	03/03/2016	GRAINGER INC,W W	01-4300	Maintenance Supplies		226.16
12218000	03/03/2016	GREENFIELD TRUE VALUE	01-4300	Supplies		7.92
12218001	03/03/2016	HOME DEPOT CREDIT SERVICES Dept. 32-2501271344	01-4300	Maintenance Supplies		162.36
12218002	03/03/2016	Houghton Mifflin Harcourt Publishing Co.	01-5850	Read 180 Licenses and Materials		5,220.50
12218003	03/03/2016	J. W. Pepper	01-4200	Music Supplies		59.47
12218004	03/03/2016	KING CITY TRUE VALUE HARDWARE	01-4300	ROP Supplies - KCHS		2.69
12218005	03/03/2016	Krehbiel Automotive, dba	01-5620	Repairs and Smog Inspections	411.05	
			01-5800	Repairs and Smog Inspections	41.75	452.80
12218006	03/03/2016	MCCT, Inc	01-4400	replacement phones		380.00
12218007	03/03/2016	MCGRAW-HILL	01-4100	Teacher Ed. Text Book		181.21

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Checks Dated 03/01/2016 through 03/31/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12218008	03/03/2016	OFFICE DEPOT BUSINESS SERVICES	01-4300	Blanket Open PO for Classroom Supplies	324.52	
				copy paper	367.52	
				Office Supplies	431.48	
				Open PO for Office Supplies	51.24	
				open Po--office supplies	34.14	1,208.90
12218009	03/03/2016	PACIFIC GAS AND ELECTRIC CO	01-5520	PGE		429.65
12218010	03/03/2016	PARTS & SERVICE CENTER-NAPA	01-4300	Parts and Supplies		24.62
12218011	03/03/2016	PASO ROBLES TRUCK CENTER	01-4300	Parts for Fleet		123.18
12218012	03/03/2016	Presence Learning	01-5800	Contracted SPED Services		22,316.97
12218013	03/03/2016	Progress Adviser, INC	01-5800	LCAP Subscription and Contract		2,137.00
12218014	03/03/2016	Riddell All American	01-4300	Baseball gear.	301.91	
			01-5620	Football reconditioning	4,973.07	5,274.98
12218015	03/03/2016	Rosbach Electric	01-5620	Electrical Repairs at KCHS		2,149.95
12218016	03/03/2016	Sandra A. Madrid	01-5800	Aeries Consultant		360.00
12218017	03/03/2016	SCHOLASTIC INC	01-4200	Classroom Magazines		263.56
12218018	03/03/2016	Sysco San Francisco	13-4300	Food Service	675.37	
			13-4700	Food Service	12,846.60	13,521.97
12218019	03/03/2016	Toledo Physical Ed Supply	01-4300	Physical Ed teaching supplies		240.21
12218020	03/03/2016	TORO PETROLEUM CORP	01-4310	Diesel, Unleaded, & Vehicle Oils	3,105.83	
				Fuel PO Ag program	103.40	3,209.23
12218021	03/03/2016	UMSTEAD ELECTRIC (DBA)	01-5620	Electrical Repairs		640.96
12218022	03/03/2016	VERIZON WIRELESS SVCS LLC	01-5940	District Communication		1,632.81
12218023	03/03/2016	David Gaboni	01-5200	Masters in Governance Conference		92.30
12218024	03/03/2016	Joe Santibanez	01-5200	Masters in Governance Conference		292.21
12218734	03/08/2016	CA Ass'n for Bilingual ED - CABE	01-5200	CABE 2016 Registrations		1,510.00
12218735	03/08/2016	Hilton San Francisco	01-5200	Hotel Res CABE 2016 for D. Sanchez & A. Vega	1,998.28	
				Hotel Res CABE 2016 for M. Villafana	1,858.54	3,856.82
12218736	03/08/2016	LinkCrew Boomerang Project	01-5800	Link Crew		4,550.11
12218737	03/08/2016	NEOPOST USA (products)	01-4300	Stale dated ck 12158569		364.37
12219374	03/10/2016	Paul W. Cavanagh	01-4200	US History AP Pre Books		531.65
12219375	03/10/2016	Diana M. Jimenez	01-5200	ACSA Business Academy		181.37
12219376	03/10/2016	Kenneth D. Wolgamott	01-5200	LCAP Academy, ASB Conf. Meal	362.19	
			01-5930	Postage for DO	107.10	469.29
12219377	03/10/2016	A & G PUMPING, INC	01-5630	Portable Restroom Rental		478.90
12219378	03/10/2016	Aeries Software Inc	01-5200	Aeries Conference	4,075.00	
				Aeries Webinar	100.00	4,175.00
12219379	03/10/2016	AMERICAN SUPPLY COMPANY	01-4300	Custodial Supplies		717.02

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Checks Dated 03/01/2016 through 03/31/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12219380	03/10/2016	ATHLETIC SUPPLY OF CA	01-4300	Baseballs		1,611.50
12219381	03/10/2016	AUS-WEST Lockbox	01-4300	Staff Uniforms	71.42	
			13-5800	Services	96.37	167.79
12219382	03/10/2016	Barcodes, Inc.	01-4300	ID Supplies		482.31
12219383	03/10/2016	BENSON PLUMBING INC	01-5620	Plumbing Repairs KCHS Kitchen Snack Bar		635.00
12219384	03/10/2016	Beyond Speech Therapy	01-5800	Speech Therapy		390.00
12219385	03/10/2016	CA Department of Justice	01-5860	Fingerprinting		367.00
12219386	03/10/2016	CARMEL MARINA CORPORATION	01-5550	KCHS Water & Garbage		2,668.11
12219387	03/10/2016	CITY OF GREENFIELD	01-5530	Water, Garbage, Sewer	187.76	
			01-5540	Water, Garbage, Sewer	979.60	
			01-5550	Water, Garbage, Sewer	2,727.50	3,894.86
12219388	03/10/2016	Clark, Wm J Trucking Srvc Inc	01-4300	Landscape Materials		287.73
12219389	03/10/2016	CONATSER WELDING INC, LEE	01-4300	Supplies for Field Marking Machine		71.77
12219390	03/10/2016	DBA: Thomson Reuters	01-4200	California Ed Code Books		240.05
12219391	03/10/2016	Donna C. Oliver	01-5800	Contract for Donna C. Oliver		3,539.20
12219392	03/10/2016	EL Achieve	01-5200	D Jimenez E.L. Achieve Symposium (2 day)	445.00	
				E.L. Achieve Symposium (2 day) Ericka Radcliff	445.00	
				M. Munoz E.L. Achieve Symposium (2 day)	445.00	1,335.00
12219393	03/10/2016	EWING IRRIGATION PRODUCTS	01-4300	Turf Irrigation Parts		141.49
12219394	03/10/2016	Foster Farms Dairy	13-4700	Dairy / Cafeteria		754.92
12219395	03/10/2016	Frank Padilla Timing	01-5800	Run Clock/Scoreboard at Basketball Games		910.00
12219396	03/10/2016	GREENFIELD TRUE VALUE	01-4300	Maintenance Supplies	13.24	
				Supplies	36.85	50.09
12219397	03/10/2016	Johnson Electronics	01-5620	Johnson Electronics Fire Alarm Replacement		62,440.17
12219398	03/10/2016	KING CITY GLASS	01-5620	Door and Window Repairs		224.85
12219399	03/10/2016	KING CITY TRUE VALUE HARDWARE	01-4300	Maintenance Supplies		149.55
12219400	03/10/2016	Linda Benway	01-5800	Days of Admin Services		400.00
12219401	03/10/2016	Monterey Peninsula USD	01-5800	ISA's for SPED students		12,662.25
12219402	03/10/2016	Musician's Friend, Inc.	01-4300	Microphone Cables	194.52	
				Music Supplies	86.42	
			01-4400	Music Supplies	302.64	583.58
12219403	03/10/2016	O'Reilly Automotive Stores, Inc	01-4300	Parts for Fleet		155.69
12219404	03/10/2016	OFFICE DEPOT BUSINESS SERVICES	01-4300	DO office supplies	180.85	
				Paper Supply	313.45	

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Checks Dated 03/01/2016 through 03/31/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12219404	03/10/2016	OFFICE DEPOT BUSINESS SERVICES	11-4300	Adult classroom supplies	188.14	682.44
12219405	03/10/2016	Pinnacle Educators	01-5800	Contracted Services w/ Pinnacle Educators		33,625.00
12219406	03/10/2016	PlasmaCAM, Inc	01-5850	Software		2,829.00
12219407	03/10/2016	RG Fabrication, Inc	01-5620	Metalwork Repairs		150.00
12219408	03/10/2016	Riddell All American	01-4300	Batting Helmets & Catcher's Gear		892.67
12219409	03/10/2016	Rosbach Electric	01-5620	Electrical Repairs		4,295.00
12219410	03/10/2016	SAFEWAY INC	01-4300	Open PO for Foods and Products	13.60	
				Open PO not to exceed \$500.	275.71	
				Teacher and Admin Training Supplies	55.39	344.70
12219411	03/10/2016	Salinas Valley Fair, Inc	01-5630	Rent Expo for Basketball Practice		390.00
12219412	03/10/2016	SOUTH COAST REGION CATA	01-5200	Fall meeting Registration		150.00
12219413	03/10/2016	SV Solid Waste Authority	01-5550	HazMat Recycling	250.00	
				Universal Waste Recycling	80.00	330.00
12219414	03/10/2016	Syserco Inc	01-5620	EMS Repairs		914.00
12219415	03/10/2016	TORO PETROLEUM CORP	01-4310	GHS AG fuel		90.09
12219416	03/10/2016	Troxell Communications, Inc.	01-5620	AV Screen Repair at Student Union GHS		62.55
12219417	03/10/2016	UC Regents	01-5800	Summer school 15-16		13,306.62
12219418	03/10/2016	Watsonville High School	01-5800	JV Softball Tournament Fees	275.00	
				Var. Softball Tournament Fees	350.00	625.00
12219419	03/10/2016	WILCO SUPPLY	01-4300	Door Hardware Parts and Supplies/Keys		734.54
12220924	03/17/2016	Kara R. King	01-5200	KC-Bradley Mileage Reimb.		71.08
12220925	03/17/2016	Katie Elen Greenberg-Trujillo	01-5200	Panther Prep		171.63
12220926	03/17/2016	Sandra L. Lazzaroni	01-5200	WASC Committee Lunch Pickup		38.88
12220927	03/17/2016	Elizabeth T. Lopez	01-5200	Aeries Conf. Mileage		329.40
12220928	03/17/2016	A T & T	01-5920	fiber optic lines		324.32
12220929	03/17/2016	AMERICAN SUPPLY COMPANY	01-4300	Custodial Supplies		1,293.45
12220930	03/17/2016	APPLE COMPUTER	01-4300	Ipad--sped student at GHS		50.00
12220931	03/17/2016	Associated Services Inc	01-5620	HVAC Repairs at GHS		3,300.00
12220932	03/17/2016	AUS-WEST Lockbox	01-4300	Staff Uniforms	71.42	
			01-5800	Shop Towels and Mechanic's Coveralls	30.56	
			13-5800	Services	147.30	249.28
12220933	03/17/2016	CA ASSOCIATION FFA	01-4300	Leadership Packets		2,607.00
12220934	03/17/2016	CA City School Superintendents	01-5200	2016 CCSS Spring Conference Dr. Moirao		150.00
12220935	03/17/2016	CA DEPT OF EDUCATION	13-4700	State surplus food purchases		301.60
12220936	03/17/2016	CA Water Service Company	01-5530	Water Fees		29.75
12220937	03/17/2016	DATAFLOW BUSINESS SYSTEMS	01-4300	copier staples		88.59
12220938	03/17/2016	Del Monte Glass, dba	01-4300	Door Hardware Repair Parts		420.00

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Checks Dated 03/01/2016 through 03/31/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12220939	03/17/2016	EL Achieve	01-5200	F. Lynch E.L. Achieve Symposium (2 day) Reg.	445.00	
				J. Matos E.L. Achieve Symposium (2 day) Reg.	445.00	890.00
12220940	03/17/2016	Fastenal Company	01-4300	Maintenance Supplies		21.31
12220941	03/17/2016	Foster Farms Dairy	13-4700	Dairy / Cafeteria		1,115.77
12220942	03/17/2016	GRAINGER INC,W W	01-4300	Maintenance Supplies	1,134.31	
				OPEN PO FOR SUPPLIES	173.06	1,307.37
12220943	03/17/2016	GREENFIELD TRUE VALUE	01-4300	Maintenance Supplies		293.51
12220944	03/17/2016	Jessica Chavez	01-5200	Aeries Conference Reimbursements for J. Chavez		383.24
12220945	03/17/2016	KING CITY TRUE VALUE HARDWARE	01-4300	Maintenance Supplies	80.86	
				ROP Supplies - KCHS	60.53	141.39
12220946	03/17/2016	LOZANO SMITH	01-5810	Lozano Smith Contract		8,130.22
12220947	03/17/2016	Mail Finance	01-5630	Postage Machine		550.47
12220948	03/17/2016	MATRANGA WHOLESALE FLORISTS	01-4300	ROP Supplies		1,442.50
12220949	03/17/2016	MCOE	01-5200	D. Croy Safety Training	60.00	
				J. Aispuro Safety Training	60.00	
				L. Garcia Safety Training	60.00	
				M.Moreno Safety Training	60.00	
				MCOE Training	400.00	
				School Safety Training	60.00	
				Training at MCOE	250.00	950.00
12220950	03/17/2016	Microsoft Corporation	01-4400	Microsoft Surface Pro3		43,876.32
12220951	03/17/2016	Musson Theatrical, Inc	01-5800	Theatrical Lighting Equipment @ GHS		27,077.22
12220952	03/17/2016	National Council Teachers/Math	01-5200	NCTM 2016 Annu. Meeting & Exposition Registrations		2,190.00
12220953	03/17/2016	NCS Pearson, Inc	01-4200	Certification Licenses		3,875.00
12220954	03/17/2016	NorCal Recognition Products	01-4300	Diplomas & Covers for class of 2016		2,201.34
12220955	03/17/2016	NOVELL Tech Subscriptions	01-5800	Novell Support		3,500.00
12220956	03/17/2016	O'Reilly Automotive Stores,Inc	01-4300	Parts for Fleet		49.68
12220957	03/17/2016	OFFICE DEPOT BUSINESS SERVICES	01-4300	Board Materials and Supplies	10.80	
				DO office supplies	695.87	
				Office Supplies	122.11	
				Open PO for Instructional Supplies	412.63	
				Open PO for Office Supplies	767.78	
				OPEN PO FOR SUPPLIES	190.17	
				open Po--office supplies	71.30	2,270.66

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ESCAPE ONLINE

Checks Dated 03/01/2016 through 03/31/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12220958	03/17/2016	PACIFIC GAS AND ELECTRIC CO	01-5510	PGE	4,599.16	
			01-5520	PGE	26,363.74	30,962.90
12220959	03/17/2016	PARTS & SERVICE CENTER-NAPA	01-4300	Parts for Fleet		103.09
12220960	03/17/2016	PURE WATER	01-5800	Drinking Water		218.75
12220961	03/17/2016	SAFEWAY INC	01-4300	DELAC Meetings	25.80	
				Meeting Supplies	139.36	
				Supplies for Aeries/Tech Meetings	30.92	
				supplies--C. Gillespie KCHS classroom	109.17	305.25
12220962	03/17/2016	Santa Clara Marriott HTL, dba	01-5200	Hotel Res for F. Lynch EL Achieve		906.15
12220963	03/17/2016	Shred-It San Francisco	01-5800	Shredding Fees		119.18
12220964	03/17/2016	Susan Brooks	13-5800	Contract for Food Service Consulting		1,945.45
12220965	03/17/2016	Sysco San Francisco	13-4300	Food Service	3,203.89	
			13-4700	Food Service	17,205.80	20,409.69
12220966	03/17/2016	TORO PETROLEUM CORP	01-4310	Diesel, Unleaded, & Vehicle Oils	2,363.35	
				Fuel PO Ag program	76.22	2,439.57
12220967	03/17/2016	UNITED PARCEL SERVICE	01-5930	UPS Services		63.90
12220968	03/17/2016	Upper Hand Athletics Kevin W. Crye	01-5800	Upper Hand Athletics Contract		4,293.19
12220969	03/17/2016	Uretsky Security	01-5800	Security Contract		13,198.50
12220970	03/17/2016	Jan Trotter	01-5800	Wasc Team Reimb.		167.40
12220971	03/17/2016	Julie Hill	01-5800	Wasc Team Reimb.		170.64
12220972	03/17/2016	Kari Fisher-Gibson	01-5800	Wasc Team reimb.		500.00
12220973	03/17/2016	Kari Fisher-Gibson	01-5800	Wasc Team Reimb.		15.24
12220974	03/17/2016	Kristine Lui	01-5800	Wasc Team Reimb.		136.08
12220975	03/17/2016	Letta Meyer	01-5800	Wasc Team Reimb.		130.68
12221853	03/22/2016	Violeta Acosta	01-5200	Math Analysis, DELAC walkthru snack dropoff		37.91
12221854	03/22/2016	Daniel R. Moirao	01-4300	Books purchased	388.22	
			01-5200	Travel and Conference Reimb	966.47	
			01-5800	Materials shipped	92.99	1,447.68
12221855	03/22/2016	Kenneth D. Wolgamott	01-5200	ASCA LCAP Leadership Academy		302.40
12221856	03/22/2016	ASAP Inc	01-5800	ROP Attendance Software		217.02
12221857	03/22/2016	AT&T	01-5910	Phone line GHS Maintenance		38.06
12221858	03/22/2016	AUS-WEST Lockbox	01-4300	Staff Uniforms	71.42	
			01-5800	Shop Towels and Mechanic's Coveralls	30.56	
			13-5800	Services	45.44	147.42
12221859	03/22/2016	BUS WEST	01-4300	Parts for Buses		336.12
12221860	03/22/2016	C & N Tractors	01-4300	Kubota Model # MX5200 Parts and Supplies		132.47

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Checks Dated 03/01/2016 through 03/31/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12221861	03/22/2016	CA Water Service Company	01-5530	Water Fees		239.08
12221862	03/22/2016	CASEY PRINTING, INC	01-4300	diploma paper		41.70
12221863	03/22/2016	CDW-G	01-4300	OPEN PO FOR TECHNOLOGY SUPPLIES	32.03	
				Projector light bulbs	589.67	
				Headphones	2,018.48	
			01-4400	OPEN PO FOR TECHNOLOGY EQUIPMENT	174.12	
				Classroom Printer	79.97	2,894.27
12221864	03/22/2016	CENTRAL COAST SYSTMS INC	01-5620	Alarm/Bell System Repairs	3,740.48	
				KCHS Fire Alarm Emergency Repairs	6,303.88	
			01-5800	Quarterly Fire Alarm Monitoring	114.00	10,158.36
12221865	03/22/2016	Clark, Wm J Trucking Srvs Inc	01-4300	Landscape Materials		673.29
12221866	03/22/2016	CSM CONSULTING INC	01-5800	E-Rate Consulting		2,300.00
12221867	03/22/2016	DELL MARKETING LP	01-4400	Do office computers	1,125.39	
			13-4400	Do office computers	1,125.39	2,250.78
12221868	03/22/2016	eSellerate, Mindvision, dba	01-5850	Software		1,750.00
12221869	03/22/2016	EWING IRRIGATION PRODUCTS	01-4300	Irrigation Parts and Supplies		862.27
12221870	03/22/2016	First Alarm Security Srvs Inc	01-5800	Quarterly Monitoring & Servicing		948.48
12221871	03/22/2016	Foster Farms Dairy	13-4700	Dairy / Cafeteria		190.14
12221872	03/22/2016	GRAINGER INC,W W	01-4300	Maintenance Supplies		511.63
12221873	03/22/2016	GREENFIELD TRUE VALUE	01-4300	Maintenance Supplies		34.40
12221874	03/22/2016	HOME DEPOT CREDIT SERVICES Dept. 32-2501271344	01-4300	Open PO for Ag Mech Ornamental Horticulture Clases		1,156.79
12221875	03/22/2016	MATRANGA WHOLESALE FLORISTS	01-4300	ROP Supplies		543.95
12221876	03/22/2016	National Council Teachers/Math	01-5200	NCTM 2016 Annu. Meeting & Expo Reg Barron Glassick		1,044.00
12221877	03/22/2016	NEFF MOTIVATION INC	01-4300	Banner Patches		441.95
12221878	03/22/2016	NorCal Recognition Products	01-4300	Diplomas & Diploma Covers		2,168.92
12221879	03/22/2016	North Salinas High School	01-5800	T&F Freshman Focus Meet		100.00
12221880	03/22/2016	O'Reilly Automotive Stores,Inc	01-4300	Parts for Fleet		188.77
12221881	03/22/2016	OFFICE DEPOT BUSINESS SERVICES	01-4300	Supplies		207.55
12221882	03/22/2016	Pearson Learning Group	01-4100	Spanish Book		735.34
12221883	03/22/2016	SAFEWAY INC	01-4300	Blanket Open PO For Safeway-ADCO Meeting		20.52
12221884	03/22/2016	Sir Francis Drake Hotel	01-5200	Hotel Res. for E. Radcliff NCTM 2016	861.93	
				Hotel Res. for M. Cisneros NCTM 2016	861.93	1,723.86
12221885	03/22/2016	SOUTH COUNTY NEWSPAPERS INC	01-5800	Bid Advertising		2,390.00
12221886	03/22/2016	Sysco San Francisco	13-4700	Food Service		2,629.39

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE **ONLINE**

Checks Dated 03/01/2016 through 03/31/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12221887	03/22/2016	Teter, LLP	01-5800	Addendum to ERP contract Emergency Repair Program Grant Project Infrastructure Cabling Upgrades	287.50 3,755.21 19,700.00	23,742.71
12221888	03/22/2016	Upper Hand Athletics Kevin W. Crye	01-5800	Upper Hand Athletics Contract		3,702.87
12221889	03/22/2016	USI Education & Gov sales	01-4300	Film for Laminator Machine		159.81
12221890	03/22/2016	VERIZON WIRELESS SVCS LLC	01-4400	MOTF SURFACE		746.35
12223537	03/29/2016	Debora P. Benson	01-5200	Educating for careers reimb.		397.58
12223538	03/29/2016	Katherine Primavera Rios	01-4300	Link Crew Gingerbread house making		221.11
12223539	03/29/2016	Salvador Garibay	01-5800	DMV renewal		55.00
12223540	03/29/2016	Claudia H. Arellano	01-5200	Fresno State Univ. Recruitment recruit. fair, job fair, non-reelect meeting	229.80 205.64	
12223541	03/29/2016	Cristina Jimenez	01-5840	CALSA job posting	90.00	525.44
			01-4300	Laptop key replacement	13.53	
			01-5200	Meter San Francisco e-rate training, VMWare labs	13.25 180.58	207.36
12223542	03/29/2016	Diana M. Jimenez	01-5200	ACSA Business Acadamy		231.37
12223543	03/29/2016	Elizabeth Rodriguez	01-5200	attendance workshop & Finance Meeting		84.24
12223544	03/29/2016	A T & T CALNET 2	01-5910	CALNET		118.73
12223545	03/29/2016	ACSA EdCal Job Board	01-5840	Ad		235.00
12223546	03/29/2016	AMERICAN SUPPLY COMPANY	01-4300	Cleaning Supplies Custodial Supplies	72.78 322.49	395.27
12223547	03/29/2016	AUS-WEST Lockbox	01-4300	Staff Uniforms	88.22	
			01-5800	Shop Towels and Mechanic's Coveralls	30.56	
			13-5800	Services	110.67	229.45
12223548	03/29/2016	CA Ag Teachers' Assoc	01-5800	CATA Membership Dues		600.00
12223549	03/29/2016	CA Water Service Company	01-5530	Water Fees		798.75
12223550	03/29/2016	California's Valued Trust	01-9513	Benefit Payment		87,844.32
12223551	03/29/2016	Christy White Associates	01-5800	External Audit 2015-16		8,415.00
12223552	03/29/2016	Corwin Press	01-5200	Visible Learning Conf. Reg. Dr. Moirao		948.00
12223553	03/29/2016	DFE & Associates, Inc	01-5800	IOR for GHS Fire Alarm Project		4,488.75
12223554	03/29/2016	Div of the State Architect	01-5800	Fees for New GHS Relos		3,750.00
12223555	03/29/2016	EDUCATIONAL DATA SYSTEMS,INC	01-5800	CELDT Pick-up		45.00
12223556	03/29/2016	EL Achieve	01-5200	S. Brusch E.L. Achieve Symposium (2 day) Reg.		445.00
12223557	03/29/2016	Foster Farms Dairy	13-4700	Dairy / Cafeteria		789.28
12223558	03/29/2016	GRAINGER INC,W W	01-4300	Maintenance Supplies		42.86
12223559	03/29/2016	GREENFIELD TRUE VALUE	01-4300	Maintenance Supplies Supplies	25.03 21.71	46.74

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ESCAPE ONLINE

Checks Dated 03/01/2016 through 03/31/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12223560	03/29/2016	HOME DEPOT CREDIT SERVICES Dept. 32-2501271344	01-4300	ROP Supplies		144.24
12223561	03/29/2016	Honor's Program, The	01-4300	Graduation Materials		326.25
12223562	03/29/2016	Hydro Turf, Inc	01-4300	Landscaping Parts and Supplies		102.32
12223563	03/29/2016	JACQUELINE L CHEONG	01-5800	Contracted SPED Services		5,525.00
12223564	03/29/2016	JIM Enterprises, Inc.	01-5800	Supplemental Educational Services 2015-16		946.68
12223565	03/29/2016	KING CITY GLASS	01-5620	Door and Window Repairs		2.70
12223566	03/29/2016	Mail Finance	01-5630	Postage Machine		158.20
12223567	03/29/2016	NASCO	01-4400	Ag Science Microscopes		8,154.78
12223568	03/29/2016	O'Reilly Automotive Stores, Inc	01-4300	Parts for Fleet		29.42
12223569	03/29/2016	OFFICE DEPOT BUSINESS SERVICES	01-4300	Open PO	59.98	
				Open PO for Instructional Supplies	699.34	
				OPEN PO FOR SUPPLIES	21.12	
			13-4300	Food Service Supplies	66.15	846.59
12223570	03/29/2016	PACIFIC GAS AND ELECTRIC CO	01-5510	PGE	57.81	
			01-5520	PGE	351.56	409.37
12223571	03/29/2016	PAQ Inc. DBA Food 4 Less/Rncho S Miguel	01-4300	classroom supplies/Teresa Torres		200.64
12223572	03/29/2016	PARTS & SERVICE CENTER-NAPA	01-4300	Parts for Fleet		367.66
12223573	03/29/2016	PRAXAIR DISTRIBUTION INC	01-4300	AG Helmets		126.03
12223574	03/29/2016	Presence Learning	01-4300	wedcam order# DV58612--speech		64.87
12223575	03/29/2016	Riddell All American	01-4300	Baseball gear.	1,158.74	
			01-5620	Open POReconditioning of helmets/shoulder pads.	5,434.68	6,593.42
12223576	03/29/2016	Sysco San Francisco	13-4300	Food Service	283.92	
			13-4700	Food Service	4,666.12	4,950.04
12223577	03/29/2016	TORO PETROLEUM CORP	01-4310	Open PO for fuel and other vehicle fluids.		313.96
12223578	03/29/2016	UCANR	01-4300	Pesticide Certification Study Guides for QAC		288.36
12223579	03/29/2016	UNITED PARCEL SERVICE	01-5930	UPS Services		60.20
12223580	03/29/2016	Univ Enterprises Corp at CSUSBThe California Arts Project	01-5200	Reg. Courageous Creativity Edu Conf D. Moirao		450.00
12223581	03/29/2016	VALLEY SAW SHOP, dba	01-4300	Parts for Grounds Equipment		114.42
12223582	03/29/2016	Work Well	01-5800	Tb Test and Physicals		285.00
12223583	03/29/2016	Anthonie Elie Hammel	01-5800	Mileage reimb. for S. Look therapy and IEP meetings		71.07
12224148	03/31/2016	South Monterey Cty Jnt Union	01-4300	board meeting supplies	188.89	
				SpEd supplies	324.75	
			01-5200	CABE per deim for parent in advance	100.00	

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ESCAPE ONLINE

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Checks Dated 03/01/2016 through 03/31/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12224148	03/31/2016	South Monterey Cty Jnt Union	01-5200	Conference Hotel Charges	585.68	
			01-5800	KCHS athletics entry fee	300.00	
				Meeting setup reimb-unification	775.68	
				operations licensing fees-QAC	560.00	
				scholarship payment	150.00	
				WASC Visitation team motel charges	1,168.20	
				Bank Charges	70.00	
				Bank Credits/Adjustments	10.63-	
				bank fees	139.04	4,351.61
Total Number of Checks					236	730,412.04

	Count	Amount
Cancel	1	150.00
Net Issue		<u>730,262.04</u>

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	219	668,622.00
11	Adult Education Fund	5	12,136.99
13	Cafeteria Fund	18	49,262.61
25	Capital Facilities Fund	1	240.44
Total Number of Checks		235	730,262.04
Less Unpaid Sales Tax Liability			<u>.00</u>
Net (Check Amount)			<u>730,262.04</u>

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The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE **ONLINE**

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

GOVERNING BOARD

SUBJECT: Approval of Purchase Orders – March 2016

MEETING: April 20, 2016

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

- Improve/Sustain Student Achievement through CAASPP Test and Other Assessment Measures
- Improve School Climate and Student Discipline in Support of Teaching, Learning and Student Safety
- Develop/Sustain Fiscal Crisis Long-Term Solution
- Ensure Board and Administrator Participation in CSBA's Masters in Governance and Other Trainings
- Ensure that Facilities are Safe for Staff and Students
- Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

Attached is the listing of the Purchase Orders issued in March 2016.

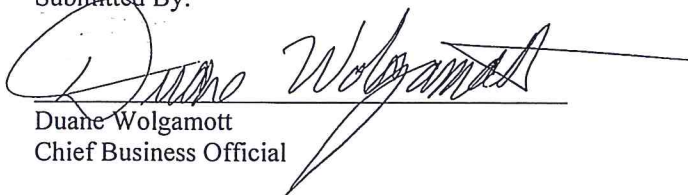
Recommendation:

The recommendation is being made for the State Administrator to approve the Purchase Orders.

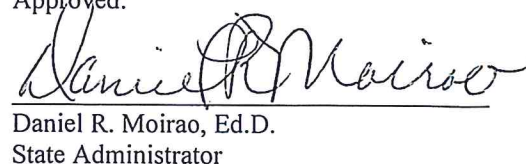
Fiscal Impact:

Per the 2015-16 fiscal budget.

Submitted By:


Duane Wolgamott
Chief Business Official

Approved:


Daniel R. Moirao, Ed.D.
State Administrator

Description

Includes Purchase Orders dated 03/01/2016 - 03/31/2016

PO Number	Vendor Name	Requisition Information	Ord Loc	Req Fund	Resource Description	Req Fund Order Amt
B16-00301	OFFICE DEPOT BUSINE	Open PO for Instructional Supplies	023	01	State Lottery	5,000.00
B16-00302	BENSON PLUMBING INC	Plumbing Repairs KCHS Kitchen Snack Bar	009	01	Ongoing & Major	5,472.09
B16-00303	SAFEWAY INC	Meeting Supplies	009	01	UNRESTRICTED R	200.00
B16-00304	Upper Hand Athletic	Upper Hand Athletics Contract	029	01	Supplemental	7,996.06
B16-00305	Andrews Blueprint,	Blueprint Digitization	009	01	Ongoing & Major	1,000.00
B16-00306	SAFEWAY INC	supplies--C. Gillespie KCHS classroom	022	01	Special Educati	500.00
B16-00307	AMERICAN SUPPLY COM	Custodial Supplies	009	01	UNRESTRICTED R	8,000.00
B16-00308	O'Reilly Automotive	Parts for Fleet	009	01	UNRESTRICTED R	461.80
B16-00309	Edges Electrical Gr	Repair Parts and Supplies	009	01	Ongoing & Major	200.00
B16-00310	GRAINGER INC,W W	Maintenance Supplies	009	01	Ongoing & Major	1,050.00
B16-00311	EWING IRRIGATION PR	Irrigation Parts and Supplies	009	01	UNRESTRICTED R	2,000.00
B16-00312	LOZANO SMITH	Lozano Smith Contract	011	01	Special Educati	22,500.00
B16-00313	VERIZON WIRELESS SV	District Communication	011	01	UNRESTRICTED R	2,800.00
B16-00314	PURE WATER	Drinking Water	011	01	UNRESTRICTED R	450.00
B16-00315	Susan Brooks	Contract for Food Service Consulting	029	13	Child Nutrition	10,000.00
B16-00316	VALLEY SAW SHOP, db	Parts for Grounds Equipment	009	01	UNRESTRICTED R	300.00
B16-00317	CSM CONSULTING INC	E-Rate Consulting	029	01	UNRESTRICTED R	4,700.00
B16-00318	OFFICE DEPOT BUSINE	open PO supplies	022	01	State Lottery	1,000.00
B16-00319	WILCO SUPPLY	Replacement Door Hardware and Keys	009	01	Ongoing & Major	3,000.00
B16-00320	TORO PETROLEUM CORP	Open PO for fuel and other vehicle fuels.	023	01	Agricultural Vo	1,148.00
B16-00321	Dolinka Group, LLC	Contracted consulting services	029	25	UNRESTRICTED R	5,350.00
B16-00322	AssetWorks Appraisa	Fixed asset inventory and management	029	01	UNRESTRICTED R	14,500.00
B17-00001	CSM CONSULTING INC	E-Rate Consulting	029	01	UNRESTRICTED R	4,700.00
PO16-00454	Aztec Software Asso	adult ed materials	022	11	Adult Ed Block	7,632.50
PO16-00560	SCHOOL SERVICES OF	May revise	029	01	UNRESTRICTED R	155.00
PO16-00561	Watsonville High Sc	Softball Tournament Fees	023	01	UNRESTRICTED R	275.00
PO16-00562	Indian Product com,	Gold Tassels for Honor Students class of 2016	023	01	State Lottery	242.63
PO16-00563	SCHOOL SERVICES OF	May revise - Dr. Moirao	029	01	UNRESTRICTED R	155.00
PO16-00564	SOUTH COUNTY NEWSPA	Mustang newspaper	021	01	Supplemental	2,000.00
PO16-00565	Christy White Assoc	Electronic Attendance Audit services	029	01	UNRESTRICTED R	3,000.00
PO16-00566	KEENAN AND ASSOCIAT	Tank insurance renewal	800	01	UNRESTRICTED R	729.62
PO16-00567	ACSA EdCal Job Boar	ACSA academy - Moirao	029	01	UNRESTRICTED R	10,000.00
PO16-00568	UC Regents	Summer school 15-16	029	01	Supplemental	13,306.62
PO16-00569	Teter, LLP	Addendum to ERP contract	029	01	Ongoing & Major	4,822.00
PO16-00570	Ana Vega	Reimb. for A. Vega Hartnell Curriculum Inst.	021	01	State Lottery	54.00
PO16-00571	OFFICE DEPOT BUSINE	Paper Supplies	021	01	State Lottery	2,194.18

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

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Description

Includes Purchase Orders dated 03/01/2016 - 03/31/2016

PO Number	Vendor Name	Requisition Information	Ordr Loc	Req Fund	Resource Description	Req Fund Order Amt
PO16-00572	OFFICE DEPOT BUSINE	Blanket Open PO for Office Depot	021	01	State Lottery	2,200.00
PO16-00573	OFFICE DEPOT BUSINE	Blanket Open PO for Office Depot-Office	021	01	State Lottery	2,200.00
PO16-00574	CA Ass'n for Biling	CABE 2016 Registrations	021	01	Economic Impact	1,510.00
PO16-00575	Hilton San Francisc	Hotel Res CABE 2016 for D. Sanchez & A. Vega	021	01	Economic Impact	1,998.28
PO16-00576	Hilton San Francisc	Hotel Res CABE 2016 for M. Villafana	021	01	Supplemental	1,858.54
PO16-00577	Ana Vega	Reimbursements for CABE 2016	021	01	Economic Impact	230.00
PO16-00578	Dariana Sanchez	Reimbursements for CABE 2016	021	01	Economic Impact	516.78
PO16-00580	Dave Long & Associa	Contract w/ Dave Long & Associates	029	01	UNRESTRICTED R	11,900.00
PO16-00581	Pinnacle Educators	Contracted Services w/ Pinnacle Educators	029	01	Special Educati	100,000.00
PO16-00582	Sir Francis Drake H	Hotel Res. for E. Radcliff NCTM 2016	023	01	NCLB Title II,	861.93
PO16-00583	Sir Francis Drake H	Hotel Res. for M. Cisneros NCTM 2016	023	01	NCLB Title II,	861.93
PO16-00584	Ericka Radcliff	Reimbursements for NCTM 2016 E. Radcliff	023	01	NCLB Title II,	552.63
PO16-00585	Marisol Cisneros	Reimbursements for NCTM 2016 M. Cisneros	023	01	NCLB Title II,	961.46
PO16-00586	Isaac Benton	Reimbursements for I. Benton NCTM 2016	021	01	NCLB Title II,	1,226.41
PO16-00587	Michael Carter	Reimbursements for M. Carter NCTM 2016	021	01	NCLB Title II,	1,697.01
PO16-00588	Jennifer Beach	Reimbursements for J. Beach NCTM 2016	021	01	NCLB Title II,	1,673.37
PO16-00589	James Schierer	Reimbursements for J. Schierer NCTM 2016	021	01	NCLB Title II,	2,165.69
PO16-00590	Penguin Random Hous	Adult ed dictionaries	022	11	Adult Ed Block	943.82
PO16-00591	Cambridge Universit	Adult ed Venture books	022	11	Adult Ed Block	1,273.59
PO16-00592	USI Education & Gov	Film for Laminator Machine	023	01	State Lottery	159.81
PO16-00593	Daktronics, Inc	Wireless Scoreboard Remote	021	01	UNRESTRICTED R	1,273.84
PO16-00594	Watsonville High Sc	T&F Wildcat Relays	021	01	UNRESTRICTED R	275.00
PO16-00595	North Salinas High	T&F Freshman Focus Meet	021	01	UNRESTRICTED R	100.00
PO16-00596	North Salinas High	North Salinas Invitational Relay	021	01	UNRESTRICTED R	300.00
PO16-00597	Alisal High School	T&F Alisal Invitational	021	01	UNRESTRICTED R	450.00
PO16-00598	Two Team Constructi	KC Baseball Scoreboard Repairs	009	01	Ongoing & Major	7,528.74
PO16-00599	National Council Te	NCTM 2016 Annu. Meeting & Exposition Registrations	029	01	NCLB Title II,	2,190.00
PO16-00600	EL Achieve	F. Lynch E.L. Achieve Symposium (2 day) Reg.	029	01	Title III Limit	445.00
PO16-00601	Santa Clara Marriot	Hotel Res for F. Lynch EL Achieve	029	01	Title III Limit	906.15
PO16-00602	Francis M. Lynch	F. Lynch Reimbursements for EL Achieve Symp.	029	01	Title III Limit	299.08
PO16-00603	CA City School Supe	2016 CCSS Spring Conference Dr. Moirao	029	01	UNRESTRICTED R	150.00
PO16-00604	Enviroplex	GHS portable classrooms 16-17	023	25	UNRESTRICTED R	151,914.48

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Description

Includes Purchase Orders dated 03/01/2016 - 03/31/2016

PO Number	Vendor Name	Requisition Information	Ord Loc	Req Fund	Resource Description	Req Fund Order Amt
PO16-00605	SAFEWAY INC	Open PO for Scholarship Interview/Banquet Nights	023	01	State Lottery	275.00
PO16-00606	CDW-G	Laptop Chargers	021	01	Other Local	287.98
PO16-00607	Christy White Assoc	External Audit 2015-16	029	01	UNRESTRICTED R	37,400.00
PO16-00608	J. W. Pepper	Music Supplies	021	01	Other Local	293.65
PO16-00609	Musician's Friend,	Music Supplies	021	01	Other Local	126.98
PO16-00610	Facility Inspection	Williams Inspections	10	01	Ongoing & Major	1,400.00
PO16-00611	OFFICE DEPOT BUSINE	4-drawer steel files	022	11	Adult Ed Block	755.96
PO16-00612	OFFICE DEPOT BUSINE	2 drawer cherry Bush lateral file	022	01	State Lottery	404.36
PO16-00613	OFFICE DEPOT BUSINE	copy paper for adult ed	022	11	Adult Ed Block	321.20
PO16-00614	TBH Technology, LLC	License Insights to behavior workshops--sped	022	01	Ment Health	300.00
PO16-00615	EL Achieve	J. Matos E.L. Achieve Symposium (2 day) Reg.	029	01	Title III Limit	445.00
PO16-00616	Janet Sanchez-Matos	J. Sanchez-Matos Reimb. for EL Achieve Symp.	029	01	Title III Limit	260.00
PO16-00617	Ashley Glassick	Reimbursements for A. Glassick NCTM 2016	029	01	NCLB Title II,	1,921.31
PO16-00618	Norma A. Barron	Reimbursements for N. Barron NCTM 2016	029	01	NCLB Title II,	1,514.18
PO16-00619	National Council Te	NCTM 2016 Annu. Meeting & Expo Reg Barron Glassick	029	01	NCLB Title II,	1,044.00
PO16-00620	CASEY PRINTING, INC	AP Envelopes	029	01	UNRESTRICTED R	191.01
PO16-00621	Hartnell College	Contract w/ Harnell for Adult Ed. Svs.	029	11	Adult Ed Block	20,000.00
PO16-00622	Corwin	Visible Learning Conf. Reg. Dr. Moirao	029	01	UNRESTRICTED R	948.00
PO16-00623	Clark, Wm J Truckin	Landscape Materials	009	01	UNRESTRICTED R	673.29
PO16-00624	UCANR	Pesticide Certification Study Guides for QAC	009	01	UNRESTRICTED R	288.36
PO16-00625	CDW-G	HP Color LaserJet Pro MFP Printer.	023	01	State Lottery	326.72
PO16-00626	Santa Cruz City Sch	T & F Soquel Varsity Invitational	021	01	UNRESTRICTED R	450.00
PO16-00628	VERIZON WIRELESS SV	MOTF SURFACE	029	01	Ongoing & Major	746.35
PO16-00629	Teter, LLP	Infrastructure Cabling Upgrades	10	01	UNRESTRICTED R	59,000.00
PO16-00630	California Western	SpEd Smart Boards	029	01	Special Educati	6,140.08
PO16-00631	Points West Argo, I	Golf Cart for MOTF Department	009	01	UNRESTRICTED R	3,523.15
PO16-00632	S Tech Consulting L	Asbestos Sampling and Testing, KC Auditorium Roof	009	01	Ongoing & Major	1,297.50
PO16-00633	ACSA EdCal Job Boar	Ad	029	01	UNRESTRICTED R	235.00
PO16-00634	OFFICE DEPOT BUSINE	furnishings	029	01	UNRESTRICTED R	705.71
PO16-00635	JACQUELINE L CHEONG	Contracted SPED Services	029	01	Special Educati	10,000.00
PO16-00636	Div of the State Ar	Fees for New GHS Relos	009	01	Ongoing & Major	3,750.00
PO16-00637	Elizabeth Lopez	Reimbursements for E. Lopez Scoring Training CELDT	029	01	Title III Limit	144.50
PO16-00638	CSU-Fresno Creative	Young Writers' Conference (KCHS)	029	01	State Lottery	240.00
PO16-00639	Microsoft Corporati	Microsoft Srfc Pro3	021	01	Title III Limit	2,687.44

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

Page 3 of 4

Description

Includes Purchase Orders dated 03/01/2016 - 03/31/2016						
PO Number	Vendor Name	Requisition Information	Ordr Loc	Req Fund	Resource Description	Req Fund Order Amt
PO16-00640	Baseball Rampage	Softball Batting Helmets	021	01	UNRESTRICTED R	241.92
PO16-00641	Presence Learning	wedcam order# DV58612--speech	022	01	Special Educati	64.87
PO16-00642	DATAFLOW BUSINESS S	Copier Supplies	021	01	Agricultural Vo	556.91
PO16-00643	Jar Systems LLC	Laptop Cart	021	01	Vocational Prog	3,468.15
PO16-00644	DELL MARKETING LP	Laptop	021	01	Vocational Prog	23,846.28
PO16-00645	EL Achieve	S. Brusch E.L. Achieve Symposium (2 day) Reg.	029	01	Title III Limit	445.00
PO16-00646	Sandra Brusch	S. Brusch Reimbursements for EL Achieve Symp.	029	01	Title III Limit	725.00
PO16-00647	4imprint	Uniforms	029	01	UNRESTRICTED R	266.37
PO16-00648	4imprint	Supplies	029	01	UNRESTRICTED R	620.46
PO16-00649	SHI International C	Adobe Licensing	029	01	UNRESTRICTED R	2,624.00
PO16-00651	CDW-G	color printer	022	01	UNRESTRICTED R	337.31
PO17-00001	Christy White Assoc	External Audit 2016-17	029	01	UNRESTRICTED R	38,500.00
					Total	677,311.04

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE **ONLINE**

**SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
GOVERNING BOARD**

SUBJECT: Site Enrollment, Attendance and Referral Statistics

MEETING: April 20, 2016

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

- Improve/Sustain Student Achievement through CAASPP Test and Other Assessment Measures
- Improve School Climate and Student Discipline in Support of Teaching, Learning and Student Safety
- Develop/Sustain Fiscal Crisis Long-Term Solution
- Ensure Board and Administrator Participation in CSBA's Masters in Governance and Other Trainings
- Ensure that Facilities are Safe for Staff and Students
- Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

Attached are reports for each site indicating enrollment, attendance and discipline. These reports are for March 2016.

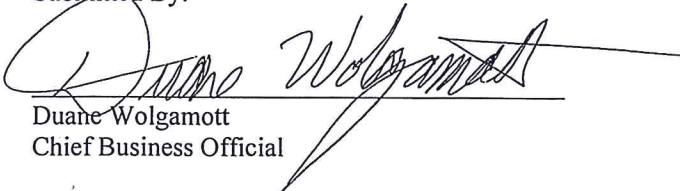
Recommendation:

This is an information item only.

Fiscal Impact:


None

Submitted By:



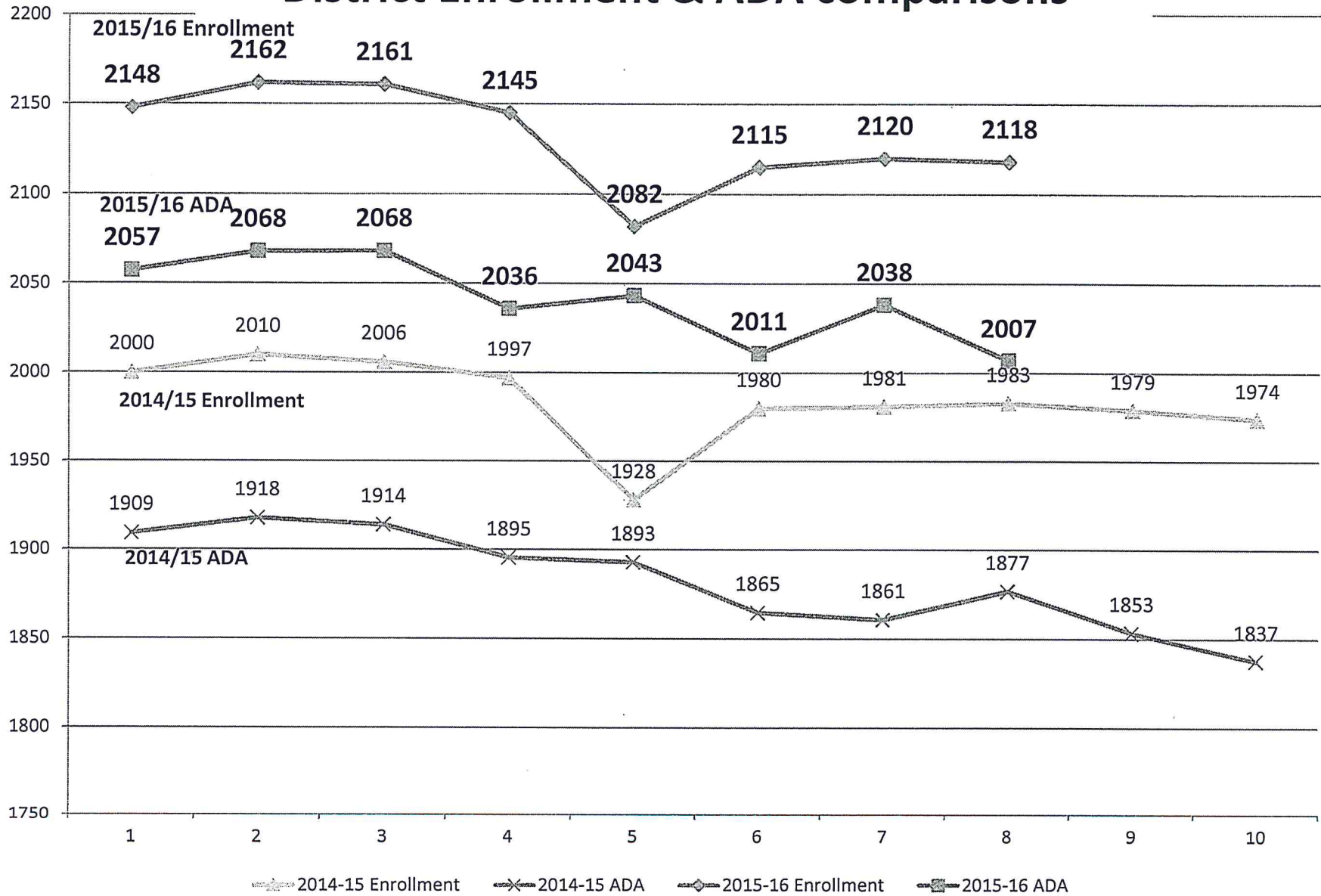
Duane Wolgamott
Chief Business Official

Approved:



Daniel R. Moirao, Ed.D.
State Administrator

District Enrollment & ADA comparisons



Totals

KCHS 2014-15	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11
Ending Enrollment	938.00	946.00	941.00	937.00	913.00	928.00	929.00	928.00	927.00	922.00	0.00
Total ADA	897.42	906.70	907.84	903.87	893.87	878.67	886.52	884.05	879.00	867.31	0.00
Percentage Attendance	95.67%	95.85%	96.48%	96.46%	97.90%	94.68%	95.43%	95.26%	94.82%	94.07%	

KCHS 2015-16	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11
Ending Enrollment	1018.00	1019.00	1012.00	998.00	973.00	985.00	987.00	988.00	0.00	0.00	0.00
Total ADA	982.80	981.90	975.63	950.13	958.26	933.33	956.57	943.27	0.00	0.00	0.00
Percentage Attendance	96.54%	96.36%	96.41%	95.20%	98.49%	94.75%	96.92%	95.47%			

Totals

GHS 2014-15	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11
Ending Enrollment	983.00	983.00	978.00	974.00	951.00	972.00	970.00	974.00	974.00	973.00	0.00
Total ADA	944.00	938.35	932.84	913.87	926.93	916.22	900.32	917.63	903.55	900.42	0.00
Percentage Attendance	96.03%	95.46%	95.38%	93.83%	97.47%	94.26%	92.82%	94.21%	92.77%	92.54%	

GHS 2015-16	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11
Ending Enrollment	1057.00	1056.00	1056.00	1059.00	1034.00	1042.00	1042.00	1042.00	0.00	0.00	0.00
Total ADA	1020.05	1009.41	1006.84	1000.82	1009.45	984.88	992.73	978.47	0.00	0.00	0.00
Percentage Attendance	96.50%	95.59%	95.34%	94.51%	97.63%	94.52%	95.27%	93.90%			

Totals

PBHS 2014-15	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11
Ending Enrollment	79.00	81.00	87.00	86.00	64.00	80.00	82.00	81.00	78.00	79.00	1.00
Total ADA	67.81	72.59	73.13	77.66	72.04	69.67	73.79	74.93	70.76	69.72	0.58
Percentage Attendance	85.84%	89.62%	84.06%	90.30%	112.56%	87.09%	89.99%	92.51%	90.72%	88.25%	58.00%

PBHS 2015-16	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11
Ending Enrollment	73.00	87.00	93.00	88.00	75.00	88.00	91.00	88.00	0.00	0.00	0.00
Total ADA	54.52	76.61	85.85	84.94	75.65	92.57	89.07	85.22	0.00	0.00	0.00
Percentage Attendance	74.68%	88.06%	92.31%	96.52%	100.87%	105.19%	97.88%	96.84%			

District

2013-14	1940	1954	1951	1933	1858	1901	1897	1897	1884	1877	1854
ADA	1843	1860	1845	1830	1815	1789	1792	1802	1782	1776	1761
2014-15	2000	2010	2006	1997	1928	1980	1981	1983	1979	1974	1
ADA	1909	1918	1914	1895	1893	1865	1861	1877	1853	1837	1
2015-16	2148	2162	2161	2145	2082	2115	2120	2118			
ADA	2057	2068	2068	2036	2043	2011	2038	2007			
Enroll Diff 14-15 to 15-16	148.00	152.00	155.00	148.00	154.00	135.00	139.00	135.00			
ADA Diff	148.14	150.28	154.51	140.49	150.52	146.22	177.74	130.35			

Greenfield High School

4/8/2016

2015-2016

Discipline Distribution Report from 3/1/2016 to 3/31/2016

Page 1

Code # and Name	Total	Grade				Sex		Hispanic/Latino?	Race (Not Hispanic)						
		9	10	11	12	F	M	Y	100	200	300	400	600	700	
04 *Assault (E) 48900 (a)(2)	2	1	-	-	1	-	2	2	-	-	-	-	-	-	-
07 *Drugs, Paraphernalia (E)	1	-	1	-	-	-	1	1	-	-	-	-	-	-	-
08 *Drugs, Possession of (E)	1	1	-	-	-	-	1	1	-	-	-	-	-	-	-
10 *Drugs, Use of (E) 48900 (1	1	-	-	-	-	1	1	-	-	-	-	-	-	-
23 *Theft (E) 48900 (g)	1	1	-	-	-	-	1	1	-	-	-	-	-	-	-
25 *Weapon, Possession of (1	-	1	-	-	-	1	1	-	-	-	-	-	-	-
36 Behavior, Defiance (E) 489	1	1	-	-	-	-	1	1	-	-	-	-	-	-	-
37 Behavior, Disobedience (E)	1	-	1	-	-	-	1	1	-	-	-	-	-	-	-
38 Behavior, Disruptive (E) 48	1	-	-	-	1	-	1	1	-	-	-	-	-	-	-
39 Behavior, Inappropriate (E)	3	2	1	-	-	-	3	3	-	-	-	-	-	-	-
29-24 Disruption of School Activiti	11	6	5	-	-	1	10	11	-	-	-	-	-	-	-
24 Fighting (E) 48900 (a)(1)	3	-	1	2	-	2	1	3	-	-	-	-	-	-	-
Totals:	27	13	10	2	2	3	24	27	-	-	-	-	-	-	-

Greenfield High School

04/08/2016

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2015-2016

MONTHLY ATTENDANCE SUMMARY

Page 1

Month 8 - From 02/22/2016 Through 03/18/2016

Regular Program

Grade Level	Tchr No.	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
		Tchg Days	Enroll- ment Carried Fwd	Gains	Total Enroll- ment (B+C)	Losses	Ending Enroll- ment (D-E)	Days Not Enroll	Days Non- Apport Attend	Actual Days (A*D)	Total Apport Attend (A*D)-G-H	Total A.D.A. (J/A)	Percent Attend J/(A*D)-G	Loss at End of Last School Day	YEAR TO DATE		
															Total Apport Attend	Days Taught	Total ADA (N/O)
9	TOTAL	19	302	2	304	1	303	20	375	5776	5381	283.21	93.49%	0	39090	136	287.43
10	TOTAL	19	259	5	264	3	261	99	265	5016	4652	244.84	94.61%	0	33668	136	247.56
11	TOTAL	19	238	0	238	2	236	28	250	4522	4244	223.37	94.44%	0	31526	136	231.81
12	TOTAL	19	206	0	206	2	204	24	228	3914	3662	192.74	94.14%	0	27077	136	199.10
TOTAL 9-12		19	1005	7	1012	8	1004	171	1118	19228	17939	944.16	94.13%	0	131361	136	965.89
PROGRAM		19	1005	7	1012	8	1004	171	1118	19228	17939	944.16	94.13%	0	131361	136	965.89

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Principal Signature

Date

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Greenfield High School

04/08/2016

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2015-2016

MONTHLY ATTENDANCE SUMMARY

Page 2

Month 8 - From 02/22/2016 Through 03/18/2016

Program H Home-Hospital

Grade Tchr Level No.	A Tchg Days	B Enroll- ment Carried Fwd	C Gains	D Total Enroll- ment (B+C)	E Losses	F Ending Enroll- ment (D-E)	G Days Not Enroll	H Days Non- Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(A*D)-G	M Loss at End of Last School Day	YEAR TO DATE		
														N Total Apport Attend	O Days Taught	P Total ADA (N/O)
9 TOTAL	19	2	0	2	0	2	0	0	38	38	2.00	100.00%	0	140	136	1.03
11 TOTAL	19	1	0	1	0	1	0	0	19	19	1.00	100.00%	0	179	136	1.32
12 TOTAL	19	1	0	1	0	1	0	0	19	19	1.00	100.00%	0	121	136	0.89
TOTAL 9-12	19	4	0	4	0	4	0	0	76	76	4.00	100.00%	0	440	136	3.24
PROGRAM	19	4	0	4	0	4	0	0	76	76	4.00	100.00%	0	440	136	3.24

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Principal Signature

Date

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Greenfield High School

04/08/2016

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2015-2016

MONTHLY ATTENDANCE SUMMARY

Page 3

Month 8 - From 02/22/2016 Through 03/18/2016

Program I Independent Study

Grade Tchr Level No.	A Tchg Days	B Enroll- ment Carried Fwd	C Gains	D Total Enroll- ment (B+C)	E Losses	F Ending Enroll- ment (D-E)	G Days Not Enroll	H Days Non- Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(A*D)-G	M Loss at End of Last School Day	YEAR TO DATE		
														N Total Apport Attend	O Days Taught	P Total ADA (N/O)
														10 TOTAL	19	3
11 TOTAL	19	4	1	5	0	5	17	8	95	70	3.68	89.74%	0	555	136	4.08
12 TOTAL	19	1	0	1	0	1	0	0	19	19	1.00	100.00%	0	359	136	2.64
TOTAL 9-12	19	8	1	9	0	9	17	8	171	146	7.68	94.81%	0	1108	136	8.15
PROGRAM	19	8	1	9	0	9	17	8	171	146	7.68	94.81%	0	1108	136	8.15

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Principal Signature

Date

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Greenfield High School

04/08/2016

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2015-2016

MONTHLY ATTENDANCE SUMMARY

Page 4

Month 8 - From 02/22/2016 Through 03/18/2016

Program T SDC Transitional Program

Grade Tchr Level No.	A Tchg Days	B Enroll- ment Carried Fwd	C Gains	D Total Enroll- ment (B+C)	E Losses	F Ending Enroll- ment (D-E)	G Days Not Enroll	H Days Non- Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(A*D)-G	M Loss at End of Last School Day	YEAR TO DATE		
														N Total Apport Attend	O Days Taught	P Total ADA (N/O)
														9 TOTAL	19	3
10 TOTAL	19	8	0	8	0	8	0	6	152	146	7.68	96.05%	0	1021	136	7.51
11 TOTAL	19	1	0	1	0	1	0	3	19	16	0.84	84.21%	0	120	136	0.88
12 TOTAL	19	6	0	6	0	6	0	32	114	82	4.32	71.93%	0	688	136	5.06
TOTAL 9-12	19	18	0	18	0	18	0	45	342	297	15.63	86.84%	0	2187	136	16.08
PROGRAM	19	18	0	18	0	18	0	45	342	297	15.63	86.84%	0	2187	136	16.08

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Principal Signature

Date

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Greenfield High School

04/08/2016

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2015-2016

MONTHLY ATTENDANCE SUMMARY

Page 5

Month 8 - From 02/22/2016 Through 03/18/2016

Program V Short Term Independent Study

Grade Tchr Level No.	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Tchg Days	Enroll- ment Carried Fwd	Gains	Total Enroll- ment (B+C)	Losses	Ending Enroll- ment (D-E)	Days Not Enroll	Days Non- Apport Attend	Actual Days (A*D)	Total Apport Attend (A*D)-G-H	Total A.D.A. (J/A)	Percent Attend J/(A*D)-G	Loss at End of Last School Day	YEAR TO DATE		
														Total Apport Attend	Days Taught	Total ADA (N/O)
9 TOTAL	19	0	1	1	1	0	14	5	19	0	0.00	0.00%	0	0	136	0.00
12 TOTAL	19	0	1	1	1	0	14	5	19	0	0.00	0.00%	0	0	136	0.00
TOTAL 9-12	19	0	2	2	2	0	28	10	38	0	0.00	0.00%	0	0	136	0.00
PROGRAM	19	0	2	2	2	0	28	10	38	0	0.00	0.00%	0	0	136	0.00

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Principal Signature

Date

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04/08/2016

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2015-2016

MONTHLY ATTENDANCE SUMMARY

Page 1

Month 8 - From 02/22/2016 Through 03/18/2016

Program T SDC Transitional Program

Grade Tchr Level No.	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Tchg Days	Enroll- ment Carried Fwd	Gains	Total Enroll- ment (B+C)	Losses	Ending Enroll- ment (D-E)	Days Not Enroll	Days Non- Apport Attend	Actual Days (A*D)	Total Apport Attend (A*D)-G-H	Total A.D.A. (J/A)	Percent Attend J/(A*D)-G	Loss at End of Last School Day	YEAR TO DATE		
														Total Apport Attend	Days Taught	Total ADA (N/O)
12 TOTAL	19	7	0	7	0	7	0	0	133	133	7.00	100.00%	0	1032	136	7.59
TOTAL 9-12	19	7	0	7	0	7	0	0	133	133	7.00	100.00%	0	1032	136	7.59
PROGRAM	19	7	0	7	0	7	0	0	133	133	7.00	100.00%	0	1032	136	7.59

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Principal Signature

Date

To the best of my knowledge, the information contained on this document is accurate and complete.

King City High School

4/8/2016

2015-2016

Discipline Distribution Report from 3/1/2016 to 3/31/2016

Page 1

Code # and Name	Total	Grade				Sex		Hispanic/Latino?	Race (Not Hispanic)						
		9	10	11	12	F	M	Y	100	200	300	400	600	700	
07 *Drugs, Paraphernalia (E)	1	-	-	1	-	-	1	1	-	-	-	-	-	-	-
08 *Drugs, Possession of (E)	1	1	-	-	-	-	1	-	-	-	-	-	-	-	-
36 Behavior, Defiance (E) 489	2	1	-	1	-	-	2	1	-	-	-	-	-	-	1
52 Fighting (E) 48900 (a)(1)	7	2	3	2	-	2	5	7	-	-	-	-	-	-	-
75 Harassment, Threats or Inti	1	-	-	1	-	-	1	1	-	-	-	-	-	-	-
Totals:	12	4	3	5	-	2	10	10	-	-	-	-	-	-	1

King City High School

04/08/2016

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2015-2016

MONTHLY ATTENDANCE SUMMARY

Page 1

Month 8 - From 02/22/2016 Through 03/18/2016

Regular Program

Grade Tchr Level No.	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Tchg Days	Enroll- ment Carried Fwd	Gains	Total Enroll- ment (B+C)	Losses	Ending Enroll- ment (D-E)	Days Not Enroll	Days Non- Apport Attend	Actual Days (A*D)	Total Apport Attend (A*D)-G-H	Total A.D.A. (J/A)	Percent Attend J/(A*D)-G	Loss at End of Last School Day	YEAR TO DATE		
														Total Apport Attend	Days Taught	Total ADA (N/O)
9 TOTAL	19	248	2	250	2	248	43	158	4750	4549	239.42	96.64%	0	32568	136	239.47
10 TOTAL	19	258	0	258	1	257	16	233	4902	4653	244.89	95.23%	0	34428	136	253.15
11 TOTAL	19	220	1	221	3	218	47	169	4199	3983	209.63	95.93%	0	29921	136	220.01
12 TOTAL	19	198	2	200	2	198	42	128	3800	3630	191.05	96.59%	0	26147	136	192.26
TOTAL 9-12	19	924	5	929	8	921	148	688	17651	16815	885.00	96.07%	0	123064	136	904.88
PROGRAM	19	924	5	929	8	921	148	688	17651	16815	885.00	96.07%	0	123064	136	904.88

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Principal Signature _____

Date _____

To the best of my knowledge, the information contained on this document is accurate and complete.

King City High School

04/08/2016

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2015-2016

MONTHLY ATTENDANCE SUMMARY

Page 2

Month 8 - From 02/22/2016 Through 03/18/2016

Program C Concurrent

Grade Tchr Level No.	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Tchg Days	Enroll- ment Carried Fwd	Gains	Total Enroll- ment (B+C)	Losses	Ending Enroll- ment (D-E)	Days Not Enroll	Days Non- Apport Attend	Actual Days (A*D)	Total Apport Attend (A*D)-G-H	Total A.D.A. (J/A)	Percent Attend J/(A*D)-G	Loss at End of Last School Day	YEAR TO DATE		
														Total Apport Attend	Days Taught	Total ADA (N/O)
11 TOTAL	19	1	0	1	0	1	0	0	19	19	1.00	100.00%	0	122	136	0.90
TOTAL 9-12	19	1	0	1	0	1	0	0	19	19	1.00	100.00%	0	122	136	0.90
PROGRAM	19	1	0	1	0	1	0	0	19	19	1.00	100.00%	0	122	136	0.90

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Principal Signature

Date

To the best of my knowledge, the information contained on this document is accurate and complete.

King City High School

04/08/2016

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2015-2016

MONTHLY ATTENDANCE SUMMARY

Page 3

Month 8 - From 02/22/2016 Through 03/18/2016

Program H Home-Hospital

Grade Tchr Level No.	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Tchg Days	Enroll- ment Carried Fwd	Gains	Total Enroll- ment (B+C)	Losses	Ending Enroll- ment (D-E)	Days Not Enroll	Days Non- Apport Attend	Actual Days (A*D)	Total Apport Attend (A*D)-G-H	Total A.D.A. (J/A)	Percent Attend J/(A*D)-G	Loss at End of Last School Day	YEAR TO DATE		
														Total Apport Attend	Days Taught	Total ADA (N/O)
11 TOTAL	19	1	2	3	0	3	20	17	57	20	1.05	54.05%	0	51	136	0.38
12 TOTAL	19	0	0	0	0	0	0	0	0	0	0.00	0.00%	0	63	136	0.46
TOTAL 9-12	19	1	2	3	0	3	20	17	57	20	1.05	54.05%	0	114	136	0.84
PROGRAM	19	1	2	3	0	3	20	17	57	20	1.05	54.05%	0	114	136	0.84

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Principal Signature

Date

To the best of my knowledge, the information contained on this document is accurate and complete.

King City High School

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2015-2016

MONTHLY ATTENDANCE SUMMARY

Page 4

Month 8 - From 02/22/2016 Through 03/18/2016

Program I Independent Study

Grade Tchr Level No.	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Tchg Days	Enroll- ment Carried Fwd	Gains	Total Enroll- ment (B+C)	Losses	Ending Enroll- ment (D-E)	Days Not Enroll	Days Non- Apport Attend	Actual Days (A*D)	Total Apport Attend (A*D)-G-H	Total A.D.A. (J/A)	Percent Attend J/(A*D)-G	Loss at End of Last School Day	YEAR TO DATE		
														Total Apport Attend	Days Taught	Total ADA (N/O)
10 TOTAL	19	3	1	4	0	4	3	27	76	46	2.42	63.01%	0	298	136	2.19
11 TOTAL	19	3	0	3	0	3	0	13	57	44	2.32	77.19%	0	237	136	1.74
12 TOTAL	19	11	0	11	0	11	0	46	209	163	8.58	77.99%	0	810	136	5.96
TOTAL 9-12	19	17	1	18	0	18	3	86	342	253	13.32	74.63%	0	1345	136	9.89
PROGRAM	19	17	1	18	0	18	3	86	342	253	13.32	74.63%	0	1345	136	9.89

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Principal Signature

Date

To the best of my knowledge, the information contained on this document is accurate and complete.

King City High School

04/08/2016

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2015-2016

MONTHLY ATTENDANCE SUMMARY

Page 5

Month 8 - From 02/22/2016 Through 03/18/2016

Program T SDC Transitional Program

Grade Tchr Level No.	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Tchg Days	Enroll- ment Carried Fwd	Gains	Total Enroll- ment (B+C)	Losses	Ending Enroll- ment (D-E)	Days Not Enroll	Days Non- Apport Attend	Actual Days (A*D)	Total Apport Attend (A*D)-G-H	Total A.D.A. (J/A)	Percent Attend J/(A*D)-G	Loss at End of Last School Day	YEAR TO DATE		
														Total Apport Attend	Days Taught	Total ADA (N/O)
9 TOTAL	19	26	0	26	0	26	0	26	494	468	24.63	94.74%	0	3458	136	25.43
10 TOTAL	19	6	0	6	0	6	0	5	114	109	5.74	95.61%	0	754	136	5.54
11 TOTAL	19	2	0	2	0	2	0	1	38	37	1.95	97.37%	0	264	136	1.94
12 TOTAL	19	8	0	8	0	8	0	7	152	145	7.63	95.39%	0	1033	136	7.60
TOTAL 9-12	19	42	0	42	0	42	0	39	798	759	39.95	95.11%	0	5509	136	40.51
PROGRAM	19	42	0	42	0	42	0	39	798	759	39.95	95.11%	0	5509	136	40.51

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Principal Signature

Date

To the best of my knowledge, the information contained on this document is accurate and complete.

King City High School

04/08/2016

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2015-2016

MONTHLY ATTENDANCE SUMMARY

Page 6

Month 8 - From 02/22/2016 Through 03/18/2016

Program X Fifth year senior

Grade Tchr Level No.	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Tchg Days	Enroll- ment Carried Fwd	Gains	Total Enroll- ment (B+C)	Losses	Ending Enroll- ment (D-E)	Days Not Enroll	Days Non- Apport Attend	Actual Days (A*D)	Total Apport Attend (A*D)-G-H	Total A.D.A. (J/A)	Percent Attend J/(A*D)-G	Loss at End of Last School Day	YEAR TO DATE		
														Total Apport Attend	Days Taught	Total ADA (N/O)
12 TOTAL	19	3	0	3	0	3	0	1	57	56	2.95	98.25%	0	377	136	2.77
TOTAL 9-12	19	3	0	3	0	3	0	1	57	56	2.95	98.25%	0	377	136	2.77
PROGRAM	19	3	0	3	0	3	0	1	57	56	2.95	98.25%	0	377	136	2.77

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Principal Signature

Date

To the best of my knowledge, the information contained on this document is accurate and complete.

Portola-Butler Contin. High School

4/8/2016

2015-2016

Discipline Distribution Report from 3/1/2016 to 3/31/2016

Page 1

Code # and Name	Total	Grade				Sex		Hispanic/Latino?	Race (Not Hispanic)						
		9	10	11	12	F	M	Y	100	200	300	400	600	700	
04 *Assault (E) 48900 (a)(2)	1	-	-	-	1	-	1	1	-	-	-	-	-	-	-
36 Behavior, Defiance (E) 489	2	-	-	2	-	-	2	-	-	-	-	-	-	-	2
38 Behavior, Disruptive (E) 48	1	-	-	-	1	-	1	1	-	-	-	-	-	-	-
Totals:	4	-	-	2	2	-	4	2	-	-	-	-	-	-	2

Portola-Butler Contin. High School

4/8/2016

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Page 1

2015-2016

MONTHLY ATTENDANCE SUMMARY/CONTINUATION

Month 8 - From 02/22/2016 Through 03/18/2016

Regular Program												
	A	B	C	D	E	F	G	H	I	J	K	L
Grade Level	Days Taught	Enrollment Carried Forward	Gains	Total Enrollment (B+C)	Losses	Ending Enrollment (D-E)	Days Not Enrolld	Maximum Hours	Apportnd Hours	Credited Hours	Total Apportnd Hours (I+J)	TOTAL ADA (K / 3 / A)
10 TOTAL	19	1	0	1	0	1	0	57.00	57.00	26.40	83.40	1.46
11 TOTAL	19	28	4	32	1	31	28	1707.00	1644.50	32.90	1677.40	29.43
12 TOTAL	19	46	2	48	9	39	89	2430.00	2175.90	20.03	2195.93	38.53
PROGRAM TOTAL	19	75	6	81	10	71	117	4194.00	3877.39	79.34	3956.73	69.42

Program I Independent Study												
	A	B	C	D	E	F	G	H	I	J	K	L
Grade Level	Days Taught	Enrollment Carried Forward	Gains	Total Enrollment (B+C)	Losses	Ending Enrollment (D-E)	Days Not Enrolld	Maximum Hours	Apportnd Hours	Credited Hours	Total Apportnd Hours (I+J)	TOTAL ADA (K / 3 / A)
9 TOTAL	19	0	1	1	0	1	1	54.00	49.20	4.80	54.00	0.95
10 TOTAL	19	5	0	5	0	5	0	285.00	270.00	0.00	270.00	4.74
11 TOTAL	19	3	0	3	0	3	0	171.00	171.00	0.00	171.00	3.00
PROGRAM TOTAL	19	8	1	9	0	9	1	510.00	490.20	4.80	495.00	8.68

Program X Fifth year senior												
	A	B	C	D	E	F	G	H	I	J	K	L
Grade Level	Days Taught	Enrollment Carried Forward	Gains	Total Enrollment (B+C)	Losses	Ending Enrollment (D-E)	Days Not Enrolld	Maximum Hours	Apportnd Hours	Credited Hours	Total Apportnd Hours (I+J)	TOTAL ADA (K / 3 / A)
12 TOTAL	19	8	0	8	2	6	10	426.00	403.50	2.47	405.97	7.12
PROGRAM TOTAL	19	8	0	8	2	6	10	426.00	403.50	2.47	405.97	7.12

**SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
GOVERNING BOARD**

SUBJECT: Revenue and Expenditures Report for 2015-16

MEETING: April 20, 2016

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

- Improve/Sustain Student Achievement through CAASPP Test and Other Assessment Measures
- Improve School Climate and Student Discipline in Support of Teaching, Learning and Student Safety
- Develop/Sustain Fiscal Crisis Long-Term Solution
- Ensure Board and Administrator Participation in CSBA's Masters in Governance and Other Trainings
- Ensure that Facilities are Safe for Staff and Students
- Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

Included is the 2015/16 Fiscal Year to Date (March 31, 2016) Revenues and Expenditures Report for each fund.

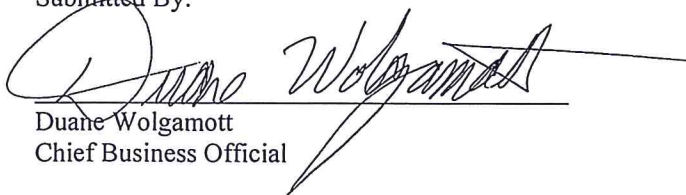
Recommendation:

This is an information item only.

Fiscal Impact:


Per the 2015-16 approved budget.

Submitted By:



Duane Wolgamott
Chief Business Official

Approved:



Daniel R. Moirao, Ed.D.
State Administrator

Fund 01 - General Fund		Fiscal Year 2016 through 03/31/2016				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUES						
LCFF Revenue Sources	(8010-8099)	20,852,634.00	16,215,053.75		4,637,580.25	22%
Federal Revenue	(8100-8299)	1,187,748.00	380,856.58		806,891.42	68%
Other State Revenue	(8300-8599)	3,659,190.00	3,098,308.33		560,881.67	15%
Other Local Revenue	(8600-8799)	1,657,870.00	1,188,999.58		468,870.42	28%
Total Revenues		27,357,442.00	20,883,218.24		6,474,223.76	24%
EXPENDITURES						
Certificated Salaries	(1000-1999)	8,742,257.00	6,064,625.96	.00	2,677,631.04	31%
Classified Salaries	(2000-2999)	2,782,198.00	1,969,950.61	.00	812,247.39	29%
Employee Benefits	(3000-3999)	3,906,782.00	2,617,478.80	.00	1,289,303.20	33%
Books and Supplies	(4000-4999)	2,312,266.09	1,485,556.65	260,137.41	566,572.03	25%
Services & Operating Expenses	(5000-5999)	6,999,702.91	2,629,534.26	1,128,859.10	3,241,309.55	46%
Capital Outlay	(6000-6999)	138,793.00	52,658.94	58,451.83	27,682.23	20%
Other Outgo	(7100-7299, 7400-7499)	1,624,529.00	1,554,956.57	.00	69,572.43	4%
Transfer of Indirect Costs	(7300-7399)	(4.00)	.00	.00	(4.00)	100%
Total Expenditures		26,506,524.00	16,374,761.79	1,447,448.34	8,684,313.87	33%
Operating Surplus/(Deficit)		850,918.00	4,508,456.45	3,061,008.11		
Beginning Fund Balance		5,941,082.00	5,776,778.20	5,776,778.20		
Net Ending Fund Balance		6,792,000.00	10,285,234.65	8,837,786.31		
<i>*** calculated ***</i>						
Components of Ending Fund Balance						
Undesignated/Unappropriated - 9790		6,792,000.00	.00			
Ending Fund Balance		6,792,000.00	.00			

Fund 11 - Adult Education Fund		Fiscal Year 2016 through 03/31/2016				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUES						
Other State Revenue	(8300-8599)	78,500.00	.00		78,500.00	100%
Total Revenues		78,500.00	.00		78,500.00	100%
EXPENDITURES						
Certificated Salaries	(1000-1999)	21,276.00	2,073.60	.00	19,202.40	90%
Classified Salaries	(2000-2999)	4,884.00	216.97	.00	4,667.03	96%
Employee Benefits	(3000-3999)	8,790.00	288.65	.00	8,501.35	97%
Books and Supplies	(4000-4999)	17,192.00	8,223.97	6,517.42	2,450.61	14%
Services & Operating Expenses	(5000-5999)	26,558.00	5,962.50	20,594.63	0.87	0%
Total Expenditures		78,700.00	16,765.69	27,112.05	34,822.26	44%
Operating Surplus/(Deficit)		(200.00)	(16,765.69)	(43,877.74)		
Net Ending Fund Balance		(200.00)	(16,765.69)	(43,877.74)		
<i>*** calculated ***</i>						
Components of Ending Fund Balance						
Undesignated/Unappropriated - 9790		(200.00)	.00			
Ending Fund Balance		(200.00)	.00			

Fund 13 - Cafeteria Fund		Fiscal Year 2016 through 03/31/2016				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUES						
Federal Revenue	(8100-8299)	455,000.00	252,850.46		202,149.54	44%
Other State Revenue	(8300-8599)	36,500.00	19,122.58		17,377.42	48%
Other Local Revenue	(8600-8799)	164,971.00	124,672.49		40,298.51	24%
Total Revenues		656,471.00	396,645.53		259,825.47	40%
EXPENDITURES						
Classified Salaries	(2000-2999)	126,183.00	92,594.66	.00	33,588.34	27%
Employee Benefits	(3000-3999)	79,752.00	46,238.44	.00	33,513.56	42%
Books and Supplies	(4000-4999)	429,754.00	299,181.98	14,631.99	115,940.03	27%
Services & Operating Expenses	(5000-5999)	17,341.00	11,158.37	11,473.04	(5,290.41)	(31)%
Total Expenditures		653,030.00	449,173.45	26,105.03	177,751.52	27%
Operating Surplus/(Deficit)		3,441.00	(52,527.92)	(78,632.95)		
Beginning Fund Balance		150,936.00	150,935.39	150,935.39		
Net Ending Fund Balance		154,377.00	98,407.47	72,302.44		
	<i>*** calculated ***</i>					
Components of Ending Fund Balance						
	Undesignated/Unappropriated - 9790	154,377.00	.00			
	Ending Fund Balance	154,377.00	.00			

Fund 17 - Special Reserve Fund for Other		Fiscal Year 2016 through 03/31/2016			
		Budget	Actual	Encumbrance	Balance Avail
REVENUES					
Other Local Revenue	(8600-8799)	16,266.00	16,264.43		1.57 0%
Total Revenues		16,266.00	16,264.43		1.57 0%
Operating Surplus/(Deficit)		16,266.00	16,264.43	16,264.43	
Beginning Fund Balance		2,997,390.00	2,997,389.10	2,997,389.10	
Net Ending Fund Balance		3,013,656.00	3,013,653.53	3,013,653.53	
	<i>*** calculated ***</i>				
Components of Ending Fund Balance					
Undesignated/Unappropriated - 9790		3,013,656.00	.00		
Ending Fund Balance		3,013,656.00	.00		

Fund 25 - Capital Facilities Fund		Fiscal Year 2016 through 03/31/2016				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUES						
Other Local Revenue	(8600-8799)	174,685.00	178,182.90		(3,497.90)	(2)%
Total Revenues		174,685.00	178,182.90		(3,497.90)	(2)%
EXPENDITURES						
Books and Supplies	(4000-4999)	10,000.00	9,709.56	.00	290.44	3%
Services & Operating Expenses	(5000-5999)	100,000.00	71,029.73	8,253.97	20,716.30	21%
Capital Outlay	(6000-6999)	152,000.00	.00	151,914.48	85.52	0%
Other Outgo	(7100-7299, 7400-7499)	105,224.00	105,223.78	.00	0.22	0%
Total Expenditures		367,224.00	185,963.07	160,168.45	21,092.48	6%
Operating Surplus/(Deficit)		(192,539.00)	(7,780.17)	(167,948.62)		
Beginning Fund Balance		293,696.00	293,695.01	293,695.01		
Net Ending Fund Balance		101,157.00	285,914.84	125,746.39		
		<i>*** calculated ***</i>				
Components of Ending Fund Balance						
Undesignated/Unappropriated - 9790		101,157.00	.00			
Ending Fund Balance		101,157.00	.00			

Fund 35 - School Facility Program (Regul		Fiscal Year 2016 through 03/31/2016				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUES						
Other Local Revenue	(8600-8799)	18.00	(17.70)		35.70	198%
Total Revenues		18.00	(17.70)		35.70	198%
EXPENDITURES						
Services & Operating Expenses	(5000-5999)	18.00	.00	.00	18.00	100%
Total Expenditures		18.00	.00	.00	18.00	100%
Operating Surplus/(Deficit)		.00	(17.70)	(17.70)		
Net Surplus/(Deficit)		.00	(17.70)	(17.70)		
Net Ending Fund Balance		.00	(17.70)	(17.70)		
<i>*** calculated ***</i>						

Fund 56 - Debt Service Fund		Fiscal Year 2016 through 03/31/2016			
	Budget	Actual	Encumbrance	Balance	Avail
Beginning Fund Balance	1,248,728.00	1,248,727.02	1,248,727.02		
Net Ending Fund Balance	1,248,728.00	1,248,727.02	1,248,727.02		
<i>*** calculated ***</i>					
Components of Ending Fund Balance					
Undesignated/Unappropriated - 9790	1,248,728.00	.00			
Ending Fund Balance	1,248,728.00	.00			

**SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
GOVERNING BOARD**

SUBJECT: Cashflow Summary Report for 2015-16
(thru March 2016)

MEETING: April 20, 2016

AGENDA SECTION:

- ACTION
 INFORMATION
 ACTION/CONSENT
-

Board Goals:

- _____ Improve/Sustain Student Achievement through CAASPP Test and Other Assessment Measures
_____ Improve School Climate and Student Discipline in Support of Teaching, Learning and Student Safety
 Develop/Sustain Fiscal Crisis Long-Term Solution
_____ Ensure Board and Administrator Participation in CSBA's Masters in Governance and Other Trainings
_____ Ensure that Facilities are Safe for Staff and Students
 Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

Cashflow Summary Report - 2015/16 Fiscal Year (as of March 31, 2016).

- Fund 01 – General Fund
Fund 11 – Adult Education
Fund 13 – Cafeteria Fund (Fund 13 usually runs a negative balance as there are no advance apportionments)
Fund 17 – Special Reserve Fund
Fund 25 – Capital Facilities Program
Fund 35 – School Facility Program
Fund 56 – Debt Service

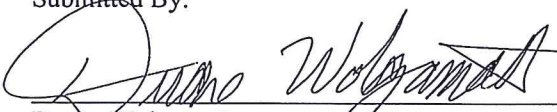
Recommendation:

This is an information item only.

Fiscal Impact:


None

Submitted By:



Duane Wolgamott
Chief Business Official

Approved:



Daniel R. Moirao, Ed.D.
State Administrator

Fund 01 - Actuals through March		Fiscal Year 2015/16						
	Object	Beginning Balance	July	August	September	October	November	December
A. BEGINNING CASH			5,705,174.18	5,737,542.47	5,748,226.65	6,532,560.31	8,647,808.15	7,267,990.46
B. RECEIPTS								
LCFF Revenue Sources								
Principal Apportionment	8010-8019		1,810,324.00	1,810,324.00	2,537,808.00	1,810,324.00		727,484.00
Property Taxes	8020-8079				21,909.55	195,217.77	37,729.56	2,914,758.83
Miscellaneous Funds	8080-8099							
Federal Revenues	8100-8299					65,158.79		108,197.00
Other State Revenues	8300-8599					1,973,244.69	131,681.00	430,387.00
Other Local Revenues	8600-8799		324.39-	48,779.68	156,424.69	151,664.70	77,231.22	10,494.49
Interfund Transfers In	8910-8929							
All Other Financing Sources	8930-8979							
Undefined Objects								
TOTAL RECEIPTS		.00	1,809,999.61	1,859,103.68	2,716,142.24	4,195,609.95	246,641.78	4,191,321.32
C. DISBURSEMENTS								
Certificated Salaries	1000-1999		111,989.97	711,872.60	761,000.57	744,932.84	745,477.19	771,109.66
Classified Salaries	2000-2999		140,844.81	195,835.05	208,896.74	216,105.67	218,643.14	267,047.68
Employee Benefits	3000-3999		109,182.21	306,839.45	306,586.65	304,773.39	307,468.04	320,461.92
Books and Supplies	4000-4999		201,887.88	272,570.16	180,711.92	213,673.28	196,222.78	82,646.84
Services	5000-5999		90,289.84	146,970.84	325,202.39	341,011.83	263,639.90	412,060.36
Capital Outlay	6000-6599							
Other Outgo	7000-7499		13,134.76	13,134.76	21,434.58	21,787.39	19,129.53	1,050.12
Interfund Transfers Out	7600-7629							
All Other Financing Uses	7630-7699							
Undefined Objects								
TOTAL DISBURSEMENTS		.00	667,329.47	1,647,222.86	1,803,832.85	1,842,284.40	1,750,580.58	1,854,376.58
D. BALANCE SHEET ITEMS								
<u>Assets and Deferred Outflows</u>								
Cash Not In Treasury	9111-9199	1,004,965.44-	244,849.07-	244,849.07-	244,849.07-	251,626.31-		
Accounts Receivable	9200-9299	975,344.48-	120,602.28	56,055.00	137,234.65	111,691.93		222,446.00
Due From Other Funds	9310							
Stores	9320							
Prepaid Expenditures	9330							
Other Current Assets	9340							
Deferred Outflows of Resrcs	9490							
Undefined Objects								
SUBTOTAL ASSETS		1,980,309.92-	124,246.79-	188,794.07-	107,614.42-	139,934.38-	.00	222,446.00
(continued)								

Selection Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 9, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

ESCAPE ONLINE

Fund 01 - Actuals through March		Fiscal Year 2015/16						
	Object	Beginning Balance	July	August	September	October	November	December
Liabilities and Deferred Inflows								
Accounts Payable	9500-9599	1,673,150.14	986,055.06-	12,599.11-	20,212.77-	26,883.47-	124,121.11	30,136.06
Due To Other Funds	9610	4,927.57				4,927.57-		
Current Loans	9640							
Unearned Revenues	9650	66,332.19				66,332.19-		
Deferred Inflows of Resrcs	9690							
Undefined Objects								
SUBTOTAL LIABILITIES		1,744,409.90	986,055.06-	12,402.57-	20,361.31-	98,143.33-	124,121.11	30,136.06
Nonoperating								
Suspense Clearing	9910			196.54	148.54-	.10-		
TOTAL BALANCE SHEET ITEMS		235,900.02-	1,110,301.85-	201,196.64-	127,975.73-	238,077.71-	124,121.11	252,582.06
E. NET INCREASE/DECREASE								
B - C + D			32,368.29	10,684.18	784,333.66	2,115,247.84	1,379,817.69-	2,589,526.80
F. ENDING CASH (A + E)			5,737,542.47	5,748,226.65	6,532,560.31	8,647,808.15	7,267,990.46	9,857,517.26
G. Ending Cash, Plus Cash Accruals and Adjustments								

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Fund 01 - Actuals through March

Fiscal Year 2015/16

	Object	January	February	March	April	May	June	Total	Budget
A. BEGINNING CASH	9110	9,857,517.26	9,683,379.62	9,372,337.90					
B. RECEIPTS									
LCFF Revenue Sources									
Principal Apportionment	8010-8019	724,130.00	1,391,485.50	1,751,884.00				12,563,763.50	15,313,309.00
Property Taxes	8020-8079	223,836.36	138,062.34	119,775.84				3,651,290.25	5,539,325.00
Miscellaneous Funds	8080-8099								
Federal Revenues	8100-8299	16,348.00	154,728.00	36,424.79				380,856.58	1,187,748.00
Other State Revenues	8300-8599	619,009.74	113,678.10	57,664.00				3,098,308.33	3,659,190.00
Other Local Revenues	8600-8799	403,977.39	250,376.79	90,375.01				1,188,999.58	1,657,870.00
Interfund Transfers In	8910-8929								
All Other Financing Sources	8930-8979								
Undefined Objects									
TOTAL RECEIPTS		1,987,301.49	1,820,974.53	2,056,123.64	.00	.00	.00	20,883,218.24	27,357,442.00
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	739,927.11	727,262.51	751,053.51				6,064,625.96	8,742,257.00
Classified Salaries	2000-2999	221,561.49	216,745.31	284,270.72				1,969,950.61	2,782,198.00
Employee Benefits	3000-3999	316,591.23	317,321.56	328,254.35				2,617,478.80	3,906,782.00
Books and Supplies	4000-4999	164,181.08	66,697.27	106,965.44				1,485,556.65	2,312,266.09
Services	5000-5999	320,422.25	340,713.02	389,223.83				2,629,534.26	6,999,702.91
Capital Outlay	6000-6599		52,658.94					52,658.94	138,793.00
Other Outgo	7000-7499	1,367,942.10	48,440.73	48,902.60				1,554,956.57	1,624,525.00
Interfund Transfers Out	7600-7629								
All Other Financing Uses	7630-7699								
Undefined Objects									
TOTAL DISBURSEMENTS		3,130,625.26	1,769,839.34	1,908,670.45	.00	.00	.00	16,374,761.79	26,506,524.00
D. BALANCE SHEET ITEMS									
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury	9111-9199	1,050,469.52						64,296.00	
Accounts Receivable	9200-9299	136,036.31	212,802.31					996,868.48	
Due From Other Funds	9310								
Stores	9320								
Prepaid Expenditures	9330								
Other Current Assets	9340								
Deferred Outflows of Resrcs	9490								
Undefined Objects									
SUBTOTAL ASSETS		1,186,505.83	212,802.31	.00	.00	.00	.00	1,061,164.48	
(continued)									

Selection Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 9, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

ESCAPE ONLINE

Fund 01 - Actuals through March		Fiscal Year 2015/16							
	Object	January	February	March	April	May	June	Total	Budget
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599	53,013.80-	574,941.22-	46,770.29-				1,566,218.55-	
Due To Other Funds	9610							4,927.57-	
Current Loans	9640								
Unearned Revenues	9650							66,332.19-	
Deferred Inflows of Resrcs	9690								
Undefined Objects		164,296.00-						164,296.00-	
SUBTOTAL LIABILITIES		217,319.70-	574,979.22-	46,605.01-	.00	.00	.00	1,801,609.03-	
Nonoperating									
Suspense Clearing	9910	9.90-	38.00-	165.28				165.28	
TOTAL BALANCE SHEET ITEMS		969,186.13	362,176.91-	46,605.01-	.00	.00	.00	740,444.55-	
E. NET INCREASE/DECREASE									
B - C + D		174,137.64-	311,041.72-	100,848.18	.00	.00	.00	3,768,011.90	850,918.00
F. ENDING CASH (A + E)		9,683,379.62	9,372,337.90	9,473,186.08					
G. Ending Cash, Plus Cash Accruals and Adjustments									

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Fund 09 - Actuals through March		Fiscal Year 2015/16							
	Object	Beginning Balance	July	August	September	October	November	December	
A. BEGINNING CASH		9110	.00	.00	.00	.00	.00	.00	.00
B. RECEIPTS									
LCFF Revenue Sources									
Principal Apportionment		8010-8019							
Property Taxes		8020-8079							
Miscellaneous Funds		8080-8099							
Federal Revenues		8100-8299							
Other State Revenues		8300-8599							
Other Local Revenues		8600-8799							
Interfund Transfers In		8910-8929							
All Other Financing Sources		8930-8979							
Undefined Objects									
TOTAL RECEIPTS			.00	.00	.00	.00	.00	.00	.00
C. DISBURSEMENTS									
Certificated Salaries		1000-1999							
Classified Salaries		2000-2999							
Employee Benefits		3000-3999							
Books and Supplies		4000-4999							
Services		5000-5999							
Capital Outlay		6000-6599							
Other Outgo		7000-7499							
Interfund Transfers Out		7600-7629							
All Other Financing Uses		7630-7699							
Undefined Objects									
TOTAL DISBURSEMENTS			.00	.00	.00	.00	.00	.00	.00
D. BALANCE SHEET ITEMS									
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury		9111-9199							
Accounts Receivable		9200-9299							
Due From Other Funds		9310							
Stores		9320							
Prepaid Expenditures		9330							
Other Current Assets		9340							
Deferred Outflows of Resrcs		9490							
Undefined Objects									
SUBTOTAL ASSETS			.00	.00	.00	.00	.00	.00	.00
(continued)									

Selection Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 9, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

ESCAPE **ONLINE**

Fund 09 - Actuals through March		Fiscal Year 2015/16							
	Object	Beginning Balance	July	August	September	October	November	December	
<u>Liabilities and Deferred Inflows</u>									
Accounts Payable	9500-9599								
Due To Other Funds	9610								
Current Loans	9640								
Unearned Revenues	9650								
Deferred Inflows of Resrcs	9690								
Undefined Objects									
SUBTOTAL LIABILITIES		.00	.00	.00	.00	.00	.00	.00	
<u>Nonoperating</u>									
Suspense Clearing	9910								
TOTAL BALANCE SHEET ITEMS		.00	.00	.00	.00	.00	.00	.00	
E. NET INCREASE/DECREASE									
B - C + D			.00	.00	.00	.00	.00	.00	
F. ENDING CASH (A + E)			.00	.00	.00	.00	.00	.00	
G. Ending Cash, Plus Cash Accruals and Adjustments									

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Fund 09 - Actuals through March		Fiscal Year 2015/16							
	Object	January	February	March	April	May	June	Total	Budget
A. BEGINNING CASH	9110	.00	.00	.00					
B. RECEIPTS									
LCFF Revenue Sources									
Principal Apportionment	8010-8019								
Property Taxes	8020-8079								
Miscellaneous Funds	8080-8099								
Federal Revenues	8100-8299								
Other State Revenues	8300-8599								
Other Local Revenues	8600-8799								
Interfund Transfers In	8910-8929								
All Other Financing Sources	8930-8979								
Undefined Objects									
TOTAL RECEIPTS		.00	.00	.00	.00	.00	.00	.00	
C. DISBURSEMENTS									
Certificated Salaries	1000-1999								
Classified Salaries	2000-2999								
Employee Benefits	3000-3999								
Materials and Supplies	4000-4999								
Services	5000-5999								
Capital Outlay	6000-6599								
Other Outgo	7000-7499								
Interfund Transfers Out	7600-7629								
All Other Financing Uses	7630-7699								
Undefined Objects									
TOTAL DISBURSEMENTS		.00	.00	.00	.00	.00	.00	.00	
D. BALANCE SHEET ITEMS									
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury	9111-9199								
Accounts Receivable	9200-9299								
Due From Other Funds	9310								
Stores	9320								
Prepaid Expenditures	9330								
Other Current Assets	9340								
Deferred Outflows of Resrcs	9490								
Undefined Objects									
SUBTOTAL ASSETS		.00	.00	.00	.00	.00	.00	.00	
(continued)									

Selection Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 9, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

ESCAPE [ONLINE](#)

Fund 09 - Actuals through March		Fiscal Year 2015/16							
	Object	January	February	March	April	May	June	Total	Budget
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599								
Due To Other Funds	9610								
Current Loans	9640								
Unearned Revenues	9650								
Deferred Inflows of Resrcs	9690								
Undefined Objects									
SUBTOTAL LIABILITIES		.00	.00	.00	.00	.00	.00	.00	
Nonoperating									
Suspense Clearing	9910								
TOTAL BALANCE SHEET ITEMS		.00	.00	.00	.00	.00	.00	.00	
E. NET INCREASE/DECREASE									
B - C + D		.00	.00	.00	.00	.00	.00	.00	.00
F. ENDING CASH (A + E)		.00	.00	.00					
G. Ending Cash, Plus Cash Accruals and Adjustments									

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Fund 11 - Actuals through March		Fiscal Year 2015/16							
	Object	Beginning Balance	July	August	September	October	November	December	
A. BEGINNING CASH	9110		.00	.00	.00	.00	.00	.00	
B. RECEIPTS									
LCFF Revenue Sources									
Principal Apportionment	8010-8019								
Property Taxes	8020-8079								
Miscellaneous Funds	8080-8099								
Federal Revenues	8100-8299								
Other State Revenues	8300-8599								
Other Local Revenues	8600-8799								
Interfund Transfers In	8910-8929								
All Other Financing Sources	8930-8979								
Undefined Objects									
TOTAL RECEIPTS		.00	.00	.00	.00	.00	.00	.00	
C. DISBURSEMENTS									
Certificated Salaries	1000-1999								
Classified Salaries	2000-2999								
Employee Benefits	3000-3999								
Books and Supplies	4000-4999								
Services	5000-5999								
Capital Outlay	6000-6599								
Other Outgo	7000-7499								
Interfund Transfers Out	7600-7629								
All Other Financing Uses	7630-7699								
Undefined Objects									
TOTAL DISBURSEMENTS		.00	.00	.00	.00	.00	.00	.00	
D. BALANCE SHEET ITEMS									
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury	9111-9199								
Accounts Receivable	9200-9299								
Due From Other Funds	9310								
Stores	9320								
Prepaid Expenditures	9330								
Other Current Assets	9340								
Deferred Outflows of Resrcs	9490								
Undefined Objects									
SUBTOTAL ASSETS		.00	.00	.00	.00	.00	.00	.00	
(continued)									

Selection Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 9, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

ESCAPE ONLINE

Fund 11 - Actuals through March		Fiscal Year 2015/16							
	Object	Beginning Balance	July	August	September	October	November	December	
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599								
Due To Other Funds	9610								
Current Loans	9640								
Unearned Revenues	9650								
Deferred Inflows of Resrcs	9690								
Undefined Objects									
SUBTOTAL LIABILITIES		.00	.00	.00	.00	.00	.00	.00	
Nonoperating									
Suspense Clearing	9910								
TOTAL BALANCE SHEET ITEMS		.00	.00	.00	.00	.00	.00	.00	
E. NET INCREASE/DECREASE									
B - C + D			.00	.00	.00	.00	.00	.00	
F. ENDING CASH (A + E)									
G. Ending Cash, Plus Cash Accruals and Adjustments			.00	.00	.00	.00	.00	.00	

Fund 11 - Actuals through March		Fiscal Year 2015/16							
	Object	January	February	March	April	May	June	Total	Budget
A. BEGINNING CASH		9110	.00	.00	2,049.48-				
B. RECEIPTS									
LCFF Revenue Sources									
Principal Apportionment		8010-8019							
Property Taxes		8020-8079							
Miscellaneous Funds		8080-8099							
Federal Revenues		8100-8299							
Other State Revenues		8300-8599							78,500.00
Other Local Revenues		8600-8799							
Interfund Transfers In		8910-8929							
All Other Financing Sources		8930-8979							
Undefined Objects									
TOTAL RECEIPTS			.00	.00	.00	.00	.00	.00	78,500.00
C. DISBURSEMENTS									
Certificated Salaries		1000-1999		2,073.60				2,073.60	21,276.00
Classified Salaries		2000-2999		216.97				216.97	4,884.00
Employee Benefits		3000-3999		288.65				288.65	8,790.00
Jobs and Supplies		4000-4999		1,689.48	6,534.49			8,223.97	17,192.00
Services		5000-5999		360.00	5,602.50			5,962.50	26,558.00
Capital Outlay		6000-6599							
Other Outgo		7000-7499							
Interfund Transfers Out		7600-7629							
All Other Financing Uses		7630-7699							
Undefined Objects									
TOTAL DISBURSEMENTS			.00	2,049.48	14,716.21	.00	.00	16,765.69	78,700.00
D. BALANCE SHEET ITEMS									
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury		9111-9199							
Accounts Receivable		9200-9299							
Due From Other Funds		9310							
Stores		9320							
Prepaid Expenditures		9330							
Other Current Assets		9340							
Deferred Outflows of Resrcs		9490							
Undefined Objects									
SUBTOTAL ASSETS			.00	.00	.00	.00	.00	.00	
(continued)									

Selection Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 9, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

ESCAPE ONLINE

Fund 11 - Actuals through March		Fiscal Year 2015/16							
	Object	January	February	March	April	May	June	Total	Budget
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599								
Due To Other Funds	9610								
Current Loans	9640								
Unearned Revenues	9650								
Deferred Inflows of Resrcs	9690								
Undefined Objects									
SUBTOTAL LIABILITIES		.00	.00	.00	.00	.00	.00	.00	
Nonoperating									
Suspense Clearing	9910								
TOTAL BALANCE SHEET ITEMS		.00	.00	.00	.00	.00	.00	.00	
E. NET INCREASE/DECREASE									
B - C + D		.00	2,049.48-	14,716.21-	.00	.00	.00	16,765.69-	200.00-
F. ENDING CASH (A + E)		.00	2,049.48-	16,765.69-					
G. Ending Cash, Plus Cash Accruals and Adjustments									

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Fund 13 - Actuals through March **Fiscal Year 2015/16**

	Object	Beginning Balance	July	August	September	October	November	December
A. BEGINNING CASH	9110		152,156.25	139,254.05	105,828.88	71,872.94	19,058.60	31,377.56-
B. RECEIPTS								
LCFF Revenue Sources								
Principal Apportionment	8010-8019							
Property Taxes	8020-8079							
Miscellaneous Funds	8080-8099							
Federal Revenues	8100-8299			11,664.28	6,315.75			
Other State Revenues	8300-8599			502.20	455.34			
Other Local Revenues	8600-8799			404.19	29,000.00	64.80		208.68
Interfund Transfers In	8910-8929							
All Other Financing Sources	8930-8979							
Undefined Objects								
TOTAL RECEIPTS		.00	.00	12,570.67	35,771.09	64.80	.00	208.68
C. DISBURSEMENTS								
Certificated Salaries	1000-1999							
Classified Salaries	2000-2999		4,991.28	8,856.94	14,499.97	11,323.17	11,482.69	9,966.71
Employee Benefits	3000-3999		1,086.86	5,302.60	6,121.77	5,461.67	5,589.64	5,422.31
Books and Supplies	4000-4999		2,509.64	31,171.61	46,461.83	35,288.74	32,983.97	46,223.45
Services	5000-5999		1,562.33	664.69	2,708.26	740.76	379.86	501.19
Capital Outlay	6000-6599							
Other Outgo	7000-7499							
Interfund Transfers Out	7600-7629							
All Other Financing Uses	7630-7699							
Undefined Objects								
TOTAL DISBURSEMENTS		.00	10,150.11	45,995.84	69,791.83	52,814.34	50,436.16	62,113.66
D. BALANCE SHEET ITEMS								
<u>Assets and Deferred Outflows</u>								
Cash Not In Treasury	9111-9199	51.49-						
Accounts Receivable	9200-9299	1,479.74-			64.80	64.80-		
Due From Other Funds	9310							
Stores	9320							
Prepaid Expenditures	9330							
Other Current Assets	9340							
Deferred Outflows of Resrcs	9490							
Undefined Objects								
SUBTOTAL ASSETS		1,531.23-	.00	.00	64.80	64.80-	.00	.00
(continued)								

Selection Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 9, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

ESCAPE ONLINE

Fund 13 - Actuals through March		Fiscal Year 2015/16						
	Object	Beginning Balance	July	August	September	October	November	December
Liabilities and Deferred Inflows								
Accounts Payable	9500-9599	2,752.09	2,752.09-					
Due To Other Funds	9610							
Current Loans	9640							
Unearned Revenues	9650							
Deferred Inflows of Resrcs	9690							
Undefined Objects								
SUBTOTAL LIABILITIES		2,752.09	2,752.09-	.00	.00	.00	.00	.00
Nonoperating								
Suspense Clearing	9910							
TOTAL BALANCE SHEET ITEMS		1,220.86	2,752.09-	.00	64.80	64.80-	.00	.00
E. NET INCREASE/DECREASE								
B - C + D			12,902.20-	33,425.17-	33,955.94-	52,814.34-	50,436.16-	61,904.98-
F. ENDING CASH (A + E)								
G. Ending Cash, Plus Cash Accruals and Adjustments			139,254.05	105,828.88	71,872.94	19,058.60	31,377.56-	93,282.54-

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Fund 13 - Actuals through March		Fiscal Year 2015/16							
	Object	January	February	March	April	May	June	Total	Budget
A. BEGINNING CASH		9110	93,282.54	134,818.90	32,587.67				
B. RECEIPTS									
LCFF Revenue Sources									
Principal Apportionment	8010-8019								
Property Taxes	8020-8079								
Miscellaneous Funds	8080-8099								
Federal Revenues	8100-8299		200,342.60	34,527.83				252,850.46	455,000.00
Other State Revenues	8300-8599		15,499.12	2,665.92				19,122.58	36,500.00
Other Local Revenues	8600-8799		1,484.92	96,479.74				124,672.49	164,971.00
Interfund Transfers In	8910-8929								
All Other Financing Sources	8930-8979								
Undefined Objects									
TOTAL RECEIPTS		.00	214,356.80	133,673.49	.00	.00	.00	396,645.53	656,471.00
C. DISBURSEMENTS									
Certificated Salaries		1000-1999							
Classified Salaries	2000-2999	9,975.27	9,193.30	12,305.33				92,594.66	126,183.00
Employee Benefits	3000-3999	5,381.23	5,298.52	6,573.84				46,238.44	79,752.00
Books and Supplies	4000-4999	24,500.09	33,458.24	46,584.41				299,181.98	429,754.00
Services	5000-5999	1,679.77	479.91	2,441.60				11,158.37	17,341.00
Capital Outlay	6000-6599								
Other Outgo	7000-7499								
Interfund Transfers Out	7600-7629								
All Other Financing Uses	7630-7699								
Undefined Objects									
TOTAL DISBURSEMENTS		41,536.36	48,429.97	67,905.18	.00	.00	.00	449,173.45	653,030.00
D. BALANCE SHEET ITEMS									
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury	9111-9199								
Accounts Receivable	9200-9299		1,479.74					1,479.74	
Due From Other Funds	9310								
Stores	9320								
Prepaid Expenditures	9330								
Other Current Assets	9340								
Deferred Outflows of Resrcs	9490								
Undefined Objects									
SUBTOTAL ASSETS		.00	1,479.74	.00	.00	.00	.00	1,479.74	
(continued)									

Selection Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 9, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

ESCAPE ONLINE

Fund 13 - Actuals through March		Fiscal Year 2015/16							
	Object	January	February	March	April	May	June	Total	Budget
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599							2,752.09-	
Due To Other Funds	9610								
Current Loans	9640								
Unearned Revenues	9650								
Deferred Inflows of Resrcs	9690								
Undefined Objects									
SUBTOTAL LIABILITIES		.00	.00	.00	.00	.00	.00	2,752.09-	
Nonoperating									
Suspense Clearing	9910								
TOTAL BALANCE SHEET ITEMS		.00	1,479.74	.00	.00	.00	.00	1,272.35-	
E. NET INCREASE/DECREASE									
B - C + D		41,536.36-	167,406.57	65,768.31	.00	.00	.00	53,800.27-	3,441.00
F. ENDING CASH (A + E)		134,818.90-	32,587.67	98,355.98					
G. Ending Cash, Plus Cash Accruals and Adjustments									

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Fund 17 - Actuals through March **Fiscal Year 2015/16**

	Object	Beginning Balance	July	August	September	October	November	December	
A. BEGINNING CASH	9110		2,997,389.10	2,997,389.10	2,997,389.10	3,002,687.11	3,002,687.11	3,002,687.11	
B. RECEIPTS									
LCFF Revenue Sources									
Principal Apportionment	8010-8019								
Property Taxes	8020-8079								
Miscellaneous Funds	8080-8099								
Federal Revenues	8100-8299								
Other State Revenues	8300-8599								
Other Local Revenues	8600-8799					5,298.01		5,386.59	
Interfund Transfers In	8910-8929								
All Other Financing Sources	8930-8979								
Undefined Objects									
TOTAL RECEIPTS		.00	.00	.00	.00	5,298.01	.00	5,386.59	
C. DISBURSEMENTS									
Certificated Salaries	1000-1999								
Classified Salaries	2000-2999								
Employee Benefits	3000-3999								
Books and Supplies	4000-4999								
Services	5000-5999								
Capital Outlay	6000-6599								
Other Outgo	7000-7499								
Interfund Transfers Out	7600-7629								
All Other Financing Uses	7630-7699								
Undefined Objects									
TOTAL DISBURSEMENTS		.00	.00	.00	.00	.00	.00	.00	
D. BALANCE SHEET ITEMS									
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury	9111-9199								
Accounts Receivable	9200-9299				5,298.01	5,298.01-			
Due From Other Funds	9310								
Stores	9320								
Prepaid Expenditures	9330								
Other Current Assets	9340								
Deferred Outflows of Resrcs	9490								
Undefined Objects									
SUBTOTAL ASSETS		.00	.00	.00	5,298.01	5,298.01-	.00	.00	
(continued)									

Selection Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 9, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

ESCAPE **ONLINE**

Fund 17 - Actuals through March		Fiscal Year 2015/16							
	Object	Beginning Balance	July	August	September	October	November	December	
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599								
Due To Other Funds	9610								
Current Loans	9640								
Unearned Revenues	9650								
Deferred Inflows of Resrcs	9690								
Undefined Objects									
SUBTOTAL LIABILITIES		.00	.00	.00	.00	.00	.00	.00	
Nonoperating									
Suspense Clearing	9910								
TOTAL BALANCE SHEET ITEMS		.00	.00	.00	5,298.01	5,298.01-	.00	.00	
E. NET INCREASE/DECREASE									
B - C + D			.00	.00	5,298.01	.00	.00	5,386.59	
F. ENDING CASH (A + E)			2,997,389.10	2,997,389.10	3,002,687.11	3,002,687.11	3,002,687.11	3,008,073.70	
G. Ending Cash, Plus Cash Accruals and Adjustments									

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Fund 17 - Actuals through March

Fiscal Year 2015/16

	Object	January	February	March	April	May	June	Total	Budget
A. BEGINNING CASH	9110	3,008,073.70	3,008,073.70	3,013,653.53					
B. RECEIPTS									
LCFF Revenue Sources									
Principal Apportionment	8010-8019								
Property Taxes	8020-8079								
Miscellaneous Funds	8080-8099								
Federal Revenues	8100-8299								
Other State Revenues	8300-8599								
Other Local Revenues	8600-8799		5,579.83					16,264.43	16,266.00
Interfund Transfers In	8910-8929								
All Other Financing Sources	8930-8979								
Undefined Objects									
TOTAL RECEIPTS		.00	5,579.83	.00	.00	.00	.00	16,264.43	16,266.00
C. DISBURSEMENTS									
Certificated Salaries	1000-1999								
Classified Salaries	2000-2999								
Employee Benefits	3000-3999								
Books and Supplies	4000-4999								
Services	5000-5999								
Capital Outlay	6000-6599								
Other Outgo	7000-7499								
Interfund Transfers Out	7600-7629								
All Other Financing Uses	7630-7699								
Undefined Objects									
TOTAL DISBURSEMENTS		.00	.00	.00	.00	.00	.00	.00	
D. BALANCE SHEET ITEMS									
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury	9111-9199								
Accounts Receivable	9200-9299								
Due From Other Funds	9310								
Stores	9320								
Prepaid Expenditures	9330								
Other Current Assets	9340								
Deferred Outflows of Resrcs	9490								
Undefined Objects									
SUBTOTAL ASSETS		.00	.00	.00	.00	.00	.00	.00	
(continued)									

Selection Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 9, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

ESCAPE ONLINE

Fund 17 - Actuals through March		Fiscal Year 2015/16							
	Object	January	February	March	April	May	June	Total	Budget
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599								
Due To Other Funds	9610								
Current Loans	9640								
Unearned Revenues	9650								
Deferred Inflows of Resrcs	9690								
Undefined Objects									
SUBTOTAL LIABILITIES		.00	.00	.00	.00	.00	.00	.00	
Nonoperating									
Suspense Clearing	9910								
TOTAL BALANCE SHEET ITEMS		.00	.00	.00	.00	.00	.00	.00	
E. NET INCREASE/DECREASE									
B - C + D		.00	5,579.83	.00	.00	.00	.00	16,264.43	16,266.00
F. ENDING CASH (A + E)									
		3,008,073.70	3,013,653.53	3,013,653.53					
G. Ending Cash, Plus Cash Accruals and Adjustments									

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Fund 25 - Actuals through March

Fiscal Year 2015/16

	Object	Beginning Balance	July	August	September	October	November	December	
A. BEGINNING CASH	9110		385,256.29	381,931.29	261,033.04	279,711.93	278,351.93	278,084.15	
B. RECEIPTS									
LCFF Revenue Sources									
Principal Apportionment	8010-8019								
Property Taxes	8020-8079								
Miscellaneous Funds	8080-8099								
Federal Revenues	8100-8299								
Other State Revenues	8300-8599								
Other Local Revenues	8600-8799			32,842.32	18,318.86	627.81		576.05	
Interfund Transfers In	8910-8929								
All Other Financing Sources	8930-8979								
Undefined Objects									
TOTAL RECEIPTS		.00	.00	32,842.32	18,318.86	627.81	.00	576.05	
C. DISBURSEMENTS									
Certificated Salaries	1000-1999								
Classified Salaries	2000-2999								
Employee Benefits	3000-3999								
Books and Supplies	4000-4999			1,904.29					
Services	5000-5999			63,600.00	267.78	1,360.00	267.78	2,829.43	
Capital Outlay	6000-6599								
Other Outgo	7000-7499							105,223.78	
Interfund Transfers Out	7600-7629								
All Other Financing Uses	7630-7699								
Undefined Objects									
TOTAL DISBURSEMENTS		.00	.00	65,504.29	267.78	1,360.00	267.78	108,053.21	
D. BALANCE SHEET ITEMS									
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury	9111-9199								
Accounts Receivable	9200-9299				627.81	627.81-			
Due From Other Funds	9310								
Stores	9320								
Prepaid Expenditures	9330								
Other Current Assets	9340								
Deferred Outflows of Resrcs	9490								
Undefined Objects									
SUBTOTAL ASSETS		.00	.00	.00	627.81	627.81-	.00	.00	
(continued)									

Selection Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 9, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

ESCAPE ONLINE

Fund 25 - Actuals through March		Fiscal Year 2015/16							
	Object	Beginning Balance	July	August	September	October	November	December	
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599	91,561.28	3,325.00-	88,236.28-					
Due To Other Funds	9610								
Current Loans	9640								
Unearned Revenues	9650								
Deferred Inflows of Resrcs	9690								
Undefined Objects									
SUBTOTAL LIABILITIES		91,561.28	3,325.00-	88,236.28-	.00	.00	.00	.00	
Nonoperating									
Suspense Clearing	9910								
TOTAL BALANCE SHEET ITEMS		91,561.28	3,325.00-	88,236.28-	627.81	627.81-	.00	.00	
E. NET INCREASE/DECREASE									
B - C + D			3,325.00-	120,898.25-	18,678.89	1,360.00-	267.78-	107,477.16-	
F. ENDING CASH (A + E)									
			381,931.29	261,033.04	279,711.93	278,351.93	278,084.15	170,606.99	
G. Ending Cash, Plus Cash Accruals and Adjustments									

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Fund 25 - Actuals through March		Fiscal Year 2015/16							
	Object	January	February	March	April	May	June	Total	Budget
A. BEGINNING CASH		9110	170,606.99	161,923.21	282,429.28				
B. RECEIPTS									
LCFF Revenue Sources									
Principal Apportionment		8010-8019							
Property Taxes		8020-8079							
Miscellaneous Funds		8080-8099							
Federal Revenues		8100-8299							
Other State Revenues		8300-8599							
Other Local Revenues		8600-8799		122,091.86	3,726.00			178,182.90	174,685.00
Interfund Transfers In		8910-8929							
All Other Financing Sources		8930-8979							
Undefined Objects									
TOTAL RECEIPTS			.00	122,091.86	3,726.00	.00	.00	178,182.90	174,685.00
C. DISBURSEMENTS									
Certificated Salaries		1000-1999							
Classified Salaries		2000-2999							
Employee Benefits		3000-3999							
Goods and Supplies		4000-4999	6,219.48	1,585.79				9,709.56	10,000.00
Services		5000-5999	2,464.30		240.44			71,029.73	100,000.00
Capital Outlay		6000-6599							152,000.00
Other Outgo		7000-7499						105,223.78	105,224.00
Interfund Transfers Out		7600-7629							
All Other Financing Uses		7630-7699							
Undefined Objects									
TOTAL DISBURSEMENTS			8,683.78	1,585.79	240.44	.00	.00	185,963.07	367,224.00
D. BALANCE SHEET ITEMS									
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury		9111-9199							
Accounts Receivable		9200-9299							
Due From Other Funds		9310							
Stores		9320							
Prepaid Expenditures		9330							
Other Current Assets		9340							
Deferred Outflows of Resrcs		9490							
Undefined Objects									
SUBTOTAL ASSETS			.00	.00	.00	.00	.00	.00	
(continued)									

Selection Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 9, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

ESCAPE **ONLINE**

Fund 25 - Actuals through March		Fiscal Year 2015/16							
	Object	January	February	March	April	May	June	Total	Budget
<u>Liabilities and Deferred Inflows</u>									
Accounts Payable	9500-9599							91,561.28-	
Due To Other Funds	9610								
Current Loans	9640								
Unearned Revenues	9650								
Deferred Inflows of Resrcs	9690								
Undefined Objects									
SUBTOTAL LIABILITIES		.00	.00	.00	.00	.00	.00	91,561.28-	
<u>Nonoperating</u>									
Suspense Clearing	9910								
TOTAL BALANCE SHEET ITEMS		.00	.00	.00	.00	.00	.00	91,561.28-	
E. NET INCREASE/DECREASE									
B - C + D		8,683.78-	120,506.07	3,485.56	.00	.00	.00	99,341.45-	192,539.00-
F. ENDING CASH (A + E)		161,923.21	282,429.28	285,914.84					
G. Ending Cash, Plus Cash Accruals and Adjustments									

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Fund 35 - Actuals through March		Fiscal Year 2015/16						
	Object	Beginning Balance	July	August	September	October	November	December
A. BEGINNING CASH	9110		4,927.57-	4,927.57-	4,927.57-	4,936.40-	8.83-	.00
B. RECEIPTS								
LCFF Revenue Sources								
Principal Apportionment	8010-8019							
Property Taxes	8020-8079							
Miscellaneous Funds	8080-8099							
Federal Revenues	8100-8299							
Other State Revenues	8300-8599							
Other Local Revenues	8600-8799							8.85-
Interfund Transfers In	8910-8929							
All Other Financing Sources	8930-8979							
Undefined Objects								
TOTAL RECEIPTS		.00	.00	.00	.00	.00	.00	8.85-
C. DISBURSEMENTS								
Certificated Salaries	1000-1999							
Classified Salaries	2000-2999							
Employee Benefits	3000-3999							
Books and Supplies	4000-4999							
Services	5000-5999							
Capital Outlay	6000-6599							
Other Outgo	7000-7499							
Interfund Transfers Out	7600-7629							
All Other Financing Uses	7630-7699							
Undefined Objects								
TOTAL DISBURSEMENTS		.00	.00	.00	.00	.00	.00	.00
D. BALANCE SHEET ITEMS								
<u>Assets and Deferred Outflows</u>								
Cash Not In Treasury	9111-9199							
Accounts Receivable	9200-9299							
Due From Other Funds	9310	4,927.57-				4,927.57		
Stores	9320							
Prepaid Expenditures	9330							
Other Current Assets	9340							
Deferred Outflows of Resrcs	9490							
Undefined Objects								
SUBTOTAL ASSETS		4,927.57-	.00	.00	.00	4,927.57	.00	.00
(continued)								

Selection Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 9, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

ESCAPE [ONLINE](#)

Fund 35 - Actuals through March		Fiscal Year 2015/16							
	Object	Beginning Balance	July	August	September	October	November	December	
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599				8.83-		8.83		
Due To Other Funds	9610								
Current Loans	9640								
Unearned Revenues	9650								
Deferred Inflows of Resrcs	9690								
Undefined Objects									
SUBTOTAL LIABILITIES		.00	.00	.00	8.83-	.00	8.83	.00	
Nonoperating									
Suspense Clearing	9910								
TOTAL BALANCE SHEET ITEMS		4,927.57-	.00	.00	8.83-	4,927.57	8.83	.00	
E. NET INCREASE/DECREASE									
B - C + D			.00	.00	8.83-	4,927.57	8.83	8.85-	
F. ENDING CASH (A + E)									
G. Ending Cash, Plus Cash Accruals and Adjustments			4,927.57-	4,927.57-	4,936.40-	8.83-	.00	8.85-	

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Fund 35 - Actuals through March		Fiscal Year 2015/16							
	Object	January	February	March	April	May	June	Total	Budget
A. BEGINNING CASH	9110	8.85-	17.70-	17.70-					
B. RECEIPTS									
LCFF Revenue Sources									
Principal Apportionment	8010-8019								
Property Taxes	8020-8079								
Miscellaneous Funds	8080-8099								
Federal Revenues	8100-8299								
Other State Revenues	8300-8599								
Other Local Revenues	8600-8799	8.85-						17.70-	18.00
Interfund Transfers In	8910-8929								
All Other Financing Sources	8930-8979								
Undefined Objects									
TOTAL RECEIPTS		8.85-	.00	.00	.00	.00	.00	17.70-	18.00
C. DISBURSEMENTS									
Certificated Salaries	1000-1999								
Classified Salaries	2000-2999								
Employee Benefits	3000-3999								
Books and Supplies	4000-4999								
Services	5000-5999								18.00
Capital Outlay	6000-6599								
Other Outgo	7000-7499								
Interfund Transfers Out	7600-7629								
All Other Financing Uses	7630-7699								
Undefined Objects									
TOTAL DISBURSEMENTS		.00	.00	.00	.00	.00	.00	.00	18.00
D. BALANCE SHEET ITEMS									
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury	9111-9199								
Accounts Receivable	9200-9299								
Due From Other Funds	9310							4,927.57	
Stores	9320								
Prepaid Expenditures	9330								
Other Current Assets	9340								
Deferred Outflows of Resrcs	9490								
Undefined Objects									
SUBTOTAL ASSETS		.00	.00	.00	.00	.00	.00	4,927.57	
(continued)									

Selection Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 9, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

ESCAPE ONLINE

Fund 35 - Actuals through March		Fiscal Year 2015/16							
	Object	January	February	March	April	May	June	Total	Budget
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599								
Due To Other Funds	9610								
Current Loans	9640								
Unearned Revenues	9650								
Deferred Inflows of Resrcs	9690								
Undefined Objects									
SUBTOTAL LIABILITIES		.00	.00	.00	.00	.00	.00	.00	
Nonoperating									
Suspense Clearing	9910								
TOTAL BALANCE SHEET ITEMS		.00	.00	.00	.00	.00	.00	4,927.57	
E. NET INCREASE/DECREASE									
B - C + D		8.85	.00	.00	.00	.00	.00	4,909.87	.00
F. ENDING CASH (A + E)		17.70	17.70	17.70					
G. Ending Cash, Plus Cash Accruals and Adjustments									

Fund 56 - Actuals through March

Fiscal Year 2015/16

	Object	Beginning Balance	July	August	September	October	November	December	
A. BEGINNING CASH	9110		.00	.00	.00	.00	.00	.00	
B. RECEIPTS									
LCFF Revenue Sources									
Principal Apportionment	8010-8019								
Property Taxes	8020-8079								
Miscellaneous Funds	8080-8099								
Federal Revenues	8100-8299								
Other State Revenues	8300-8599								
Other Local Revenues	8600-8799								
Interfund Transfers In	8910-8929								
All Other Financing Sources	8930-8979								
Undefined Objects									
TOTAL RECEIPTS		.00	.00	.00	.00	.00	.00	.00	
C. DISBURSEMENTS									
Certificated Salaries	1000-1999								
Classified Salaries	2000-2999								
Employee Benefits	3000-3999								
Grants and Supplies	4000-4999								
Services	5000-5999								
Capital Outlay	6000-6599								
Other Outgo	7000-7499								
Interfund Transfers Out	7600-7629								
All Other Financing Uses	7630-7699								
Undefined Objects									
TOTAL DISBURSEMENTS		.00	.00	.00	.00	.00	.00	.00	
D. BALANCE SHEET ITEMS									
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury	9111-9199	1,248,727.02-							
Accounts Receivable	9200-9299								
Due From Other Funds	9310								
Stores	9320								
Prepaid Expenditures	9330								
Other Current Assets	9340								
Deferred Outflows of Resrcs	9490								
Undefined Objects									
SUBTOTAL ASSETS		1,248,727.02-	.00	.00	.00	.00	.00	.00	
(continued)									

Selection Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 9, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

ESCAPE ONLINE

Fund 56 - Actuals through March		Fiscal Year 2015/16							
	Object	Beginning Balance	July	August	September	October	November	December	
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599								
Due To Other Funds	9610								
Current Loans	9640								
Unearned Revenues	9650								
Deferred Inflows of Resrcs	9690								
Undefined Objects									
SUBTOTAL LIABILITIES		.00	.00	.00	.00	.00	.00	.00	
Nonoperating									
Suspense Clearing	9910								
TOTAL BALANCE SHEET ITEMS		1,248,727.02-	.00	.00	.00	.00	.00	.00	
E. NET INCREASE/DECREASE									
B - C + D			.00	.00	.00	.00	.00	.00	
F. ENDING CASH (A + E)			.00	.00	.00	.00	.00	.00	
G. Ending Cash, Plus Cash Accruals and Adjustments									

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Fund 56 - Actuals through March

Fiscal Year 2015/16

	Object	January	February	March	April	May	June	Total	Budget
A. BEGINNING CASH	9110	.00	.00	.00					
B. RECEIPTS									
LCFF Revenue Sources									
Principal Apportionment	8010-8019								
Property Taxes	8020-8079								
Miscellaneous Funds	8080-8099								
Federal Revenues	8100-8299								
Other State Revenues	8300-8599								
Other Local Revenues	8600-8799								
Interfund Transfers In	8910-8929								
All Other Financing Sources	8930-8979								
Undefined Objects									
TOTAL RECEIPTS		.00	.00	.00	.00	.00	.00	.00	
C. DISBURSEMENTS									
Certificated Salaries	1000-1999								
Classified Salaries	2000-2999								
Employee Benefits	3000-3999								
Books and Supplies	4000-4999								
Services	5000-5999								
Capital Outlay	6000-6599								
Other Outgo	7000-7499								
Interfund Transfers Out	7600-7629								
All Other Financing Uses	7630-7699								
Undefined Objects									
TOTAL DISBURSEMENTS		.00	.00	.00	.00	.00	.00	.00	
D. BALANCE SHEET ITEMS									
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury	9111-9199								
Accounts Receivable	9200-9299								
Due From Other Funds	9310								
Stores	9320								
Prepaid Expenditures	9330								
Other Current Assets	9340								
Deferred Outflows of Resrcs	9490								
Undefined Objects									
SUBTOTAL ASSETS		.00	.00	.00	.00	.00	.00	.00	
(continued)									

Selection Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 9, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

ESCAPE ONLINE

Fund 56 - Actuals through March		Fiscal Year 2015/16							
	Object	January	February	March	April	May	June	Total	Budget
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599								
Due To Other Funds	9610								
Current Loans	9640								
Unearned Revenues	9650								
Deferred Inflows of Resrcs	9690								
Undefined Objects									
SUBTOTAL LIABILITIES		.00	.00	.00	.00	.00	.00	.00	
Nonoperating									
Suspense Clearing	9910								
TOTAL BALANCE SHEET ITEMS		.00	.00	.00	.00	.00	.00	.00	
E. NET INCREASE/DECREASE									
B - C + D		.00	.00	.00	.00	.00	.00	.00	.00
F. ENDING CASH (A + E)		.00	.00	.00					
G. Ending Cash, Plus Cash Accruals and Adjustments									

**SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
GOVERNING BOARD**

SUBJECT: Reroofing Bid Information

MEETING: April 20, 2016

AGENDA SECTION:

- ACTION
- INFORMATION
- ACTION/CONSENT

Board Goals:

- _____ Improve/Sustain Student Achievement through CAASPP Test and Other Assessment Measures
- _____ Improve School Climate and Student Discipline in Support of Teaching, Learning and Student Safety
- _____ Develop/Sustain Fiscal Crisis Long-Term Solution
- _____ Ensure Board and Administrator Participation in CSBA's Masters in Governance and Other Trainings
- X Ensure that Facilities are Safe for Staff and Students
- X Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

The District received bids for two roofing projects which are being rejected for being significantly over the budgeted amounts. The projects are being reworked and will be rebid. District staff will be available at the meeting to discuss this.

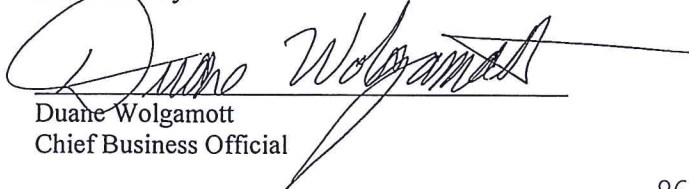
Recommendation:

Information item only

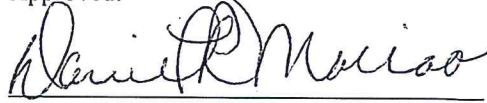
Fiscal Impact:

None.

Submitted By:


Duane Wolgamott
Chief Business Official

Approved:


Daniel R. Moirao, Ed.D.
State Administrator

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

SUBJECT: Return of Local Control to South Monterey County Joint Union High School District

MEETING: April 20, 2016

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

GOVERNING BOARD

Board Goals:

- Improve/Sustain Student Achievement through CAASPP Test and Other Assessment Measures
- Improve School Climate and Student Discipline in Support of Teaching, Learning and Student Safety
- Develop/Sustain Fiscal Crisis Long-Term Solution
- Ensure Board and Administrator Participation in CSBA's Masters in Governance and Other Trainings
- Ensure that Facilities are Safe for Staff and Students
- Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

In 2009 the then King City Joint Union High School District accepted a loan from the California State Legislature in the form of Senate Bill 130. In accepting that loan, the then Board of Education relinquished all of its authority to the State Superintendent for Public Instruction. Since that time the district has had a State Administrator assigned to govern the school district. Because of the cooperation and dedicated work of staff, both certificated and classified, the administration, and the support of the community, the State Administrator is ready to recommend the return of local control to the now South Monterey County Joint Union High School District.

As a condition of continuing the loan, a State Trustee will be assigned to the school district until the loan is paid off. This trustee will have the authority to deny any expenditures that could threaten the fiscal health of the school district.

Attached is the letter the State Administrator has sent to the Superintendent of Public Instruction recommending the return of local control to the South Monterey County Joint Union High School District.

Recommendation:

This is an information item only

Fiscal Impact:

None at this time

Submitted By:



Daniel R. Moirao, Ed.D.
State Administrator

Approved:



Daniel R. Moirao, Ed.D.
State Administrator

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

800 Broadway Street, King City, CA 93930 • 831-385-0606 • FAX 831-385-0695

April 7, 2016

Tom Torlakson, State Superintendent of Public Instruction
California Department of Education
1127 11th St., Suite 331
Sacramento, CA 95814

Dear Superintendent Torlakson:

On July 10, 2009 Senate Bill 130 (SB 130), was passed and put into law (4) . . . *to take effect immediately as an urgency statute.* SB 130 appropriated \$5,000,000 from the State General Fund to the Superintendent for Public Instruction as an emergency loan to the King City Joint Union High School District (now South Monterey County Joint Union High School District, SMCJUHS), and specified procedures for repayment of the loan. In addition, the bill authorized the district to augment the emergency loan with an additional \$8,000,000 of lease financing in order to increase the emergency loan to a total of no more than \$13,000,000.

As provided in subdivision (b) of Section 41326 of Chapter 3, of Part 24, of Division 3, of Title 2 of the Education Code, the Superintendent of Public Instruction shall assume all legal rights, duties, and powers of the SMCJUHS governing board and shall appoint a State Administrator to act on his or her behalf in carrying out the requirements of Article 2 (commencing with Section 41320) of, and Article 2.5 (commencing with Section 41325 of Chapter 3, of Part 24 of Division 3 of Title 2 of the Education Code.

Education Code 41326 subdivision (e) states: The authority of the Superintendent of Public Instruction, and the state-appointed administrator, under this section shall continue until all of the following occur:

- (1) Two complete fiscal years have elapsed following the district's acceptance of a loan as described in subdivision (a), or, at any time after one complete fiscal year has elapsed following that acceptance, the state-appointed administrator determines, and so notifies the Superintendent of Public Instruction, that the future compliance by the school district with the recovery plans approved pursuant to paragraph (2) is probable.

As your state appointed State Administrator I certify the following:



1. That all necessary collective bargaining agreements have been negotiated and ratified, and that the agreements are consistent with the terms of the recovery plans.
 - a. *As your appointee I certify that there is a ratified agreement with the King City Joint Union High School District Teachers Association through June 30, 2017. All costs associated with this agreement have been vetted, public hearings conducted and certified by the Monterey County Office of Education to be affordable through the duration of the negotiated signed agreement.*
 - b. *I further certify that there is a ratified agreement with the California School Employees Association (CSEA) Chapter 529 through June 30, 2019. All costs*

GREENFIELD High School
225 S. EL Camino Real
Greenfield, CA 93927
831-674-2751

KING CITY High School
720 Broadway Street
King City, CA 93930
831-385-5461

PORTOLA-BUTLER
Continuation High School
760 Broadway Street
King City, CA 93930
831-385-4661

associated with this agreement have been vetted, public hearings conducted and certified by the Monterey County Office of Education to be affordable through the duration of the negotiated signed agreement.

2. The district has completed all reports required by the Superintendent of Public Instruction.

As the State appointed administrator a Plan for Recovery was submitted in the fall of 2011 and has been followed throughout the period of control by the Superintendent of Public Instruction. Similarly, the Fiscal Crisis Management Assistance Team (FCMAT) has reviewed the progress of improvement annually through the Spring of 2015. Their final report states: Despite areas that have room for some improvement, the progress made has been and continues to be significant and sustained. For this review and the one prior, the district maintained an average rating of greater than six in all operational areas except for Pupil Achievement. The district had no individual standard rated lower than a four in any operational area in this review; in the prior review seven individual standards rated lower than a four, all in Financial Management, all since then increased. The district also has systems and structures in place to sustain and build on its current level of performance in each of the operational areas. For these reasons, FCMAT recommends to the SPI that all five operational areas be returned to the governing board of the South Monterey County Joint Union High School District.

The South Monterey County Joint Union High School District is fiscally solvent. For three years the district budget has received a positive certification from the Monterey County Office of Education. Reserves currently exceed beyond the 17% authorized through new board policies. There are systems of checks and balances to assure that the district remains fiscally solvent at all times. Contractual agreements with employee associations are tied to the new Local Control Accountability Plan. The advantage to this is that should funding fall short, reductions in services can be made in the plan, keeping the district fiscally solvent, without long contractual negotiations.

Furthermore, it should be noted that all Board Policies and Bylaws are current. The Board of Education of the South Monterey County Joint Union High School District has been strongly committed to regaining local control and assuming their role as a governing body with a Superintendent. The Board of Education have committed themselves through board bylaws to have completed the CSBA Masters of Governance Training within their first eighteen months of assuming office. In November of 2015 the board composition changed, three of the five have completed this program. By June 30, 2016 all members of the board will be certified in the Masters of Governance. A new board member will need to be appointed after the return of local control because one board member currently sits on the King City Council as well.

Pupil achievement has improved. Since 2009 graduation rates have moved from a rate of 72% to 95% with the graduating class of 2015. The rate of reclassification of non-English speaking students has increased by nearly 70% of eligible students. Dropout rates have dropped below 3% of the student population. All schools in the district now support an average daily attendance rate between 96 – 97%. All schools are currently fully accredited. At the time of state take-over one school had lost its accreditation and the continuation program was never accredited. Unofficially the district staff is confident that no longer is the SMCJUHSD a Program Improvement school district. However, recent changes in AYP and API determination and changes in student assessments, have prohibited staff from determining the districts' official standing in this domain.

There is a defined program of Professional Development for all staff. Administrators are required to be in classrooms observing instruction at a minimum of fifty-five minutes per day. Teachers and administrators meet in professional learning communities weekly to examine benchmark performances of students, discuss instructional strategies, and make plans for continuous improvement for future student achievement.

Parent involvement in the South Monterey County Joint Union High School District schools has tripled. Both schools now have some form of a Parent-student-faculty organization where as in 2009 there were none. Both comprehensive schools offer parent education programs twice yearly. All schools, the continuation high school included, now have fully functioning School Site Councils and English Language Advisory Committees. The district has a District English Language Advisory Committee.

In February, 2016 we were able to reopen an adult school program. In this program the district serves over 200 of the community, courses include English Language Development and the High School Equivalency exam preparation for students, parents, and community.

The entire community of the South Monterey County Joint Union High School District has and continues to do "heavy lifting" to return local control. It has been a collaborative effort of staff and community, there have been many difficult lessons that have been learned, but as your state-appointed State Administrator I say to you with confidence, this community is ready to assume control of its school and govern itself for the benefit of ALL its students in a fiscally sound and safe environment.

Sincerely,



Daniel R. Moirao, Ed.D.
State Administrator

CC: Nick Schweizer, Deputy Superintendent of Public Instruction
Peter Foggiato, Director, School Fiscal Services Division
Nancy Kotowaski, Monterey County Superintendent

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

GOVERNING BOARD

SUBJECT: Board Policies - First Reading

MEETING: April 20, 2016

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

-
- _____ Improve/Sustain Student Achievement through CAASPP Test and Other Assessment Measures
 - _____ Improve School Climate and Student Discipline in Support of Teaching, Learning and Student Safety
 - _____ Develop/Sustain Fiscal Crisis Long-Term Solution
 - _____ Ensure Board and Administrator Participation in CSBA's Masters in Governance and Other Trainings
 - _____ Ensure that Facilities are Safe for Staff and Students
 - X Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

The following Board Policies are presented as a first reading/revision for the Governing Board's Consideration:

BP 1312.3 – Uniform Complaint Procedures (revised)

AR 1312.3 – Uniform Complaint Procedure (revised)

BP 3270 – Sale and Disposal of Books, Equipment, and Supplies (revised)

BP 3553 – Free and Reduced Price Meals

AR 3553 – Free and Reduced Price Meals

AR 4161.1, 4361.1 – Personal Illness Injury (revised)

AR 4161.2, 4261.2, 4361.2 – Personal Leave (revised)

AR 4261.1 – Personal Illness Injury Leave (revised)

BP 5146 – Married Pregnant Parenting Student (revised)

BP 6142.7 – Physical Education and Activity (revised)

BP 6164.2 – Guidance Counseling Services (revised)

BP 6152 – Class Assignment (new)

AR 6162.51 – State Academic Achievement (new)

Recommendation:

No action is necessary at this time as this is a first reading. All suggested changes should be presented at this time before the second reading.

Fiscal Impact:

No fiscal impact.

Submitted By:

Approved:

Daniel R. Moirao, Ed. D.
State Administrator

Daniel R. Moirao, Ed.D.
State Administrator

Community Relations

Uniform Complaint Procedures

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early, informal resolution of complaints whenever possible and appropriate. To resolve complaints which cannot be resolved through such informal process, the Board shall adopt the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs (5 CCR 4610)

(cf. 3553 - Free and Reduced Price Meals)
(cf. 3555 - Nutrition Program Compliance)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5148 - Child Care and Development)
(cf. 6159 - Individualized Education Program)
(cf. 6171 - Title I Programs)
(cf. 6174 - Education for English Language Learners)
(cf. 6175 - Migrant Education Program)
(cf. 6178 - Career Technical Education)
(cf. 6178.1 - Work-Based Learning)
(cf. 6178.2 - Regional Occupational Center/Program)
(cf. 6200 - Adult Education)

2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any person, based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics, in district programs and activities, including, but not limited to, those funded directly by or that receive or benefit from any state financial assistance (5 CCR 4610)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

- (cf. 4030 - Nondiscrimination in Employment)
- (cf. 4031 - Complaints Concerning Discrimination in Employment)
- (cf. 5145.3 - Nondiscrimination/Harassment)
- (cf. 5145.7 - Sexual Harassment)

~~***Note: Pursuant to Education Code 222, as added by AB 302 (Ch. 690, Statutes of 2015), a district is required to provide specified accommodations to lactating students on campus, and a complaint may be filed using the UCP when any such student is denied such accommodations.***~~

3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)

(cf. 5146 - Married/Pregnant/Parenting Students)

4. Any complaint alleging district violation of the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

- (cf. 3260 - Fees and Charges)
- (cf. 3320 - Claims and Actions Against the District)

5. Any complaint alleging that the district has not complied with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)

(cf. 0460 - Local Control and Accountability Plan)

~~***Note: Item #6 below permits the use of the UCP for resolving complaints of district noncompliance with law related to specified educational rights of a foster youth pursuant to Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, as amended by AB 379 (Ch. 772, Statutes of 2015). For details of the educational rights of foster youth, see BP/AR 6173.1 - Education for Foster Youth.***~~

6. Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 6173.1 - Education for Foster Youth)

~~***Note: Item #7 below permits the use of the UCP for resolving complaints of district noncompliance with law related to specified educational rights of a homeless student pursuant to Education Code 51225.1-51225.2, as amended by AB 379 (Ch. 772, Statutes of 2015). For details of the educational rights of homeless students, see BP/AR 6173—Education for Homeless Children.***~~

7. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)

(cf. 6173 - Education for Homeless Children)

~~***Note: Item #8 below is for districts that serve grades 9-12 students. Pursuant to Education Code 51228.1 and 51228.2, as added by AB 1012 (Ch. 703, Statutes of 2015) and as specified below, a UCP complaint may be filed against a district that assigns a student to a course with no educational content for more than one week in any semester or to a course which the student has previously completed, unless the district meets specified conditions. For more information, see BP 6152—Class Assignment.***~~

8. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)

(cf. 6152 - Class Assignment)

9. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

10. Any other complaint as specified in a district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is agreeable to all parties. One type of ADR is mediation, which shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The State Administrator/Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the State Administrator/Superintendent or designee shall keep confidential the identity of the complainant and/or the subject of the complaint, if he/she is different from the complainant, as long as the integrity of the complaint process is maintained.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The State Administrator/Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

The State Administrator/Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints. All such records shall be destroyed in accordance with applicable state law and district policy.

(cf. 3580 - District Records)

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the

complainant by first class mail of the transfer.

4. Any complaint alleging fraud shall be referred to the California Department of Education.

In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments. (Education Code 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:

~~EDUCATION CODE~~

~~200-262.4 Prohibition of discrimination~~

~~8200-8498 Child care and development programs~~

~~8500-8538 Adult basic education~~

~~18100-18203 School libraries~~

~~32289 School safety plan, uniform complaint procedures~~

~~35186 Williams uniform complaint procedures~~

~~48985 Notices in language other than English~~

~~49010-49013 Student fees~~

~~49060-49079 Student records~~

~~49490-49590 Child nutrition programs~~

~~52060-52077 Local control and accountability plan, especially~~

~~52075 Complaint for lack of compliance with local control and accountability plan requirements~~

~~52160-52178 Bilingual education programs~~

~~52300-52490 Career technical education~~

~~52500-52616.24 Adult schools~~

~~52800-52870 School-based program coordination~~

~~54400-54425 Compensatory education programs~~

~~54440-54445 Migrant education~~

~~54460-54529 Compensatory education programs~~

~~56000-56867 Special education programs~~

~~59000-59300 Special schools and centers~~

~~64000-64001 Consolidated application process~~

~~GOVERNMENT CODE~~

~~11135 Nondiscrimination in programs or activities funded by state~~

~~12900-12996 Fair Employment and Housing Act~~

~~PENAL CODE~~

~~422.55 Hate crime; definition~~

~~422.6 Interference with constitutional right or privilege~~

~~CODE OF REGULATIONS, TITLE 5~~

~~3080 Application of section~~

~~4600-4687 Uniform complaint procedures~~
~~4900-4965 Nondiscrimination in elementary and secondary education programs~~
~~UNITED STATES CODE, TITLE 20~~
~~1221 Application of laws~~
~~1232g Family Educational Rights and Privacy Act~~
~~1681-1688 Title IX of the Education Amendments of 1972~~
~~6301-6577 Title I basic programs~~
~~6801-6871 Title III language instruction for limited English proficient and immigrant students~~
~~7101-7184 Safe and Drug Free Schools and Communities Act~~
~~7201-7283g Title V promoting informed parental choice and innovative programs~~
~~7301-7372 Title V rural and low-income school programs~~
~~12101-12213 Title II equal opportunity for individuals with disabilities~~
~~UNITED STATES CODE, TITLE 29~~
~~794 Section 504 of Rehabilitation Act of 1973~~
~~UNITED STATES CODE, TITLE 42~~
~~2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended~~
~~2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964~~
~~6101-6107 Age Discrimination Act of 1975~~
~~CODE OF FEDERAL REGULATIONS, TITLE 28~~
~~35.107 Nondiscrimination on basis of disability; complaints~~
~~CODE OF FEDERAL REGULATIONS, TITLE 34~~
~~99.1-99.67 Family Educational Rights and Privacy Act~~
~~100.3 Prohibition of discrimination on basis of race, color or national origin~~
~~104.7 Designation of responsible employee for Section 504~~
~~106.8 Designation of responsible employee for Title IX~~
~~106.9 Notification of nondiscrimination on basis of sex~~
~~110.25 Notification of nondiscrimination on the basis of age~~

~~Management Resources:~~

~~U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS~~

~~Dear Colleague Letter: Title IX Coordinators, April 2015~~

~~Questions and Answers on Title IX and Sexual Violence, April 2014~~

~~Dear Colleague Letter: Bullying of Students with Disabilities, August 2013~~

~~Dear Colleague Letter: Sexual Violence, April 2011~~

~~Dear Colleague Letter: Harassment and Bullying, October 2010~~

~~Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001~~

~~U.S. DEPARTMENT OF JUSTICE PUBLICATIONS~~

~~Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002~~

~~WEB SITES~~

~~CSBA: <http://www.csba.org>~~

~~California Department of Education: <http://www.cde.ca.gov>~~

~~Family Policy Compliance Office: <http://familypolicy.ed.gov>~~

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>
U.S. Department of Justice: <http://www.justice.gov>

(1/13 10/14) 7/15

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

222 Reasonable accommodations; lactating students

8200-8498 Child care and development programs

8500-8538 Adult basic education

18100-18203 School libraries

32289 School safety plan, uniform complaint procedures

35186 Williams uniform complaint procedures

48853-48853.5 Foster youth

48985 Notices in language other than English

49010-49013 Student fees

49060-49079 Student records

49069.5 Rights of parents

49490-49590 Child nutrition programs

51210 Courses of study grades 1-6

51223 Physical education, elementary schools

51225.1-51225.2 Foster youth and homeless children; course credits; graduation requirements

51228.1-51228.3 Course periods without educational content

52060-52077 Local control and accountability plan, especially

52075 Complaint for lack of compliance with local control and accountability plan requirements

52160-52178 Bilingual education programs

52300-52490 Career technical education

52500-52616.24 Adult schools

52800-52870 School-based program coordination

54400-54425 Compensatory education programs

54440-54445 Migrant education

54460-54529 Compensatory education programs

56000-56867 Special education programs

59000-59300 Special schools and centers

64000-64001 Consolidated application process

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

12900-12996 Fair Employment and Housing Act

PENAL CODE

422.55 Hate crime; definition

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

3080 Application of section

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

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6301-6577 Title I basic programs

6801-6871 Title III language instruction for limited English proficient and immigrant students

7101-7184 Safe and Drug-Free Schools and Communities Act

7201-7283g Title V promoting informed parental choice and innovative programs

7301-7372 Title V rural and low-income school programs

12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy Act

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Notification of nondiscrimination on the basis of age

Management Resources:

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Title IX Coordinators, April 2015

Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Sexual Violence, April 2011

Dear Colleague Letter: Harassment and Bullying, October 2010

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

Family Policy Compliance Office: <http://familypolicy.ed.gov>

U.S. Department of Education, Office for Civil Rights:

<http://www.ed.gov/about/offices/list/ocr>

U.S. Department of Justice: <http://www.justice.gov>

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Policy SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: April 20, 2016

Adopted:

King City, California

Community Relations

Uniform Complaint Procedures

Except as the Governing Board may otherwise specifically provide in other district policies, these general uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

- (cf. 1312.1 - Complaints Concerning District Employees)
- (cf. 1312.2 - Complaints Concerning Instructional Materials)
- (cf. 1312.4 - Williams Uniform Complaint Procedures)
- (cf. 4031 - Complaints Concerning Discrimination in Employment)

Compliance Officers

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment as the responsible employee to handle complaints regarding sex discrimination. The individual(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

- (cf. 5145.3 - Nondiscrimination/Harassment)
- (cf. 5145.7 - Sexual Harassment)

Senior Director of Human Resources
800 Broadway
King City, Ca 93930
831 385 0606

The compliance officer who receives a complaint may assign another compliance officer to investigate the complaint. The compliance officer shall promptly notify the complainant if another compliance officer is designated to investigate the complaint.

In no instance shall a compliance officer be designated to investigate a complaint if he/she is mentioned in the complaint or has a conflict of interest that would prohibit him/her from fairly investigating the complaint. Any complaint filed against or implicating a compliance officer may be filed with the State Administrator/Superintendent or designee.

The State Administrator/Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such designated employees shall include current state and federal laws and regulations governing the

program, applicable processes for investigating and resolving complaints including those involving alleged unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Designated employees may have access to legal counsel as determined by the State Administrator/Superintendent or designee.

(cf. 4331 - Staff Development)
(cf. 9124 - Attorney)

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the results of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the State Administrator/Superintendent, the State Administrator/Superintendent's designee, or, if appropriate, the site principal to implement, if possible, one or more of the interim measures. The interim measures may remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

The district's uniform complaint procedures policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning uniform complaint procedures shall be translated into that language. (Education Code 234.1, 48985)

(cf. 5145.6 - Parental Notifications)

Compliance Officers

The following compliance officer(s) shall receive and investigate complaints and shall ensure district compliance with law:

Sr. Director of Human Resources
800 Broadway Street
King City, CA 93930
831-385-0606, extension 4305

The State Administrator/Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the State Administrator/Superintendent or designee.

(cf. 9124 - Attorney)

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and

offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

~~The State Administrator/Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)~~

~~(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committees)
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
(cf. 5145.6 - Parental Notifications)~~

~~***Note: 5 CCR 4622 mandates the district to include specified information in the required annual notice of its UCP to students, parents/guardians, employees, and others. Pursuant to Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, as amended by AB 379 (Ch. 772, Statutes of 2015), the district is required to include information about specified educational rights of foster youth and homeless students in its annual UCP notification.***~~

~~***Note: During the FPM process, CDE staff will check to ensure that the district's policy contains a statement ensuring annual dissemination of notice of the district's UCP to the persons specified below. A sample of the annual notice is available through the CDE web site. In addition, 28 CFR 35.107, 34 CFR 106.8, and 34 CFR 110.25 require the district to publish its complaint procedures covering unlawful discrimination.***~~

The Superintendent or designee shall annually provide written notification of the district's UCP, including information regarding unlawful student fees, local control and accountability plan (LCAP) requirements, and requirements related to the educational rights of foster youth and homeless students, to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 48853, 48853.5, 49013, 49069.5, 51225.1, 51225.2, 52075; 5 CCR 4622)

**(cf. 0420 - School Plans/Site Councils)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 1220 - Citizen Advisory Committees)
(cf. 3260 - Fees and Charges)
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
(cf. 5145.6 - Parental Notifications)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)**

~~***Note: The following optional paragraph may be modified to reflect district practice. In its April 2015 Dear Colleague Letter: Title IX Coordinators, OCR recommends that districts use web posting and social media to disseminate their nondiscrimination notices, policies, and procedures and communicate current compliance officer(s)' contact information to students, parents/guardians, and employees.***~~

The annual notification and complete contact information of the compliance officer(s) may be posted on the district web site and, if available, provided through district-supported social media.

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

The State Administrator/Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3. Advise the complainant of the appeal process pursuant to Education Code 262.3, including the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies
4. Include statements that:
 - a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline
 - c. A complaint alleging retaliation, unlawful discrimination, or bullying must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination. The time for filing may be extended for up to 90 days by the State Administrator/Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.

d. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.

e. The Board is required to adopt and annually update a local control and accountability plan (LCAP), in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.

(cf. 0460 - Local Control and Accountability Plan)

~~***Note: Items #4f and g below reflect Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, as amended by AB 379 (Ch. 772, Statutes of 2015). Pursuant to Education Code 48853.5, as amended, the CDE is required to develop a standardized notice of the rights of foster youth in consultation with the California Foster Youth Education Task Force, and to make it available for dissemination by posting it on its Internet Web site.***~~

f. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.

g. A foster youth or homeless student who transfers into a district high school or between district high schools shall be notified of the district's responsibility to:

(1) Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed

(2) Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency

(3) If the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1

h. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.

i. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.

d. f. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 days of receiving the district's decision

e. g. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision

(cf. 5145.6 - Parental Notifications)

f. h. Copies of the district's uniform complaint procedures are available free of charge.

Procedures

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs or has committed unlawful discrimination.

All UCP-related complaints shall be investigated and resolved within 60 days of the receipt of the complaint. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

District Responsibilities

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)

The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

Filing of Complaint

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in accordance with the following:

1. A written complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. (Education Code 49013, 52075)
3. A complaint alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may be filed only by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. The time for filing may be extended for up to 90 days by the State Administrator/Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
4. When a complaint alleging unlawful discrimination or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
5. When the complainant or alleged victim of unlawful discrimination or bullying requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.
6. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Investigation of Complaint

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or his/her representative with the opportunity to present the information contained in complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to

evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation, shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. To resolve a complaint alleging retaliation, unlawful discrimination, or bullying, the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

Report of Findings

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in the section "Final Written Decision" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

Final Written Decision

The district's decision shall be in writing and shall be sent to the complainant. (5 CCR 4631)

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties that may be involved in implementing the decision or affected by the complaint, as long as the privacy of the parties is protected.

If the complaint involves a limited-English-proficient student or parent/guardian and the student

involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In other all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
 - a. Statements made by any witnesses
 - b. The relative credibility of the individuals involved
 - c. How the complaining individual reacted to the incident
 - d. Any documentary or other evidence relating to the alleged conduct
 - e. Past instances of similar conduct by any alleged offenders
 - f. Past false allegations made by the complainant
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination, including discriminatory harassment, intimidation, or bullying, the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a. How the misconduct affected one or more students' education
- b. The type, frequency, and duration of the misconduct
- c. The relationship between the alleged victim(s) and offender(s)
- d. The number of persons engaged in the conduct and at whom the conduct was directed
- e. The size of the school, location of the incidents, and context in which they occurred
- f. Other incidents at the school involving different individuals

5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination, including remedies offered or provided to the subject of the complaint

c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence

6. Notice of the complainant's right to appeal the district's decision within 15 calendar days to the CDE and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

~~***Note: During the FPM process, CDE staff will expect to see a statement detailing a complainant's right to pursue civil law remedies (i.e., action in a court of law) in addition to or in conjunction with the right to pursue administrative remedies from the CDE.***~~

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

- 1. He/she may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)**
- 2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)**
- 3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.**

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on the victim may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services

4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation **does** not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the district does not tolerate it, and how to report and respond to it.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected

students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. (Education Code 49013, 52075; 5 CCR 4632)

The complainant shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the State Administrator/Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the written decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

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Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies, training for faculty, staff, and students, updates to school policies, or school climate surveys. For complaints involving retaliation, unlawful discrimination, or bullying, appropriate corrective actions that focus on the victim may include, but are not limited to, the following:

1. Counseling

2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation, unlawful discrimination, or bullying, appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination, including discriminatory harassment, intimidation, or bullying, that the district does not tolerate it, and how to report and respond to it.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians. (Education Code 49013, 52075)

For complaints alleging noncompliance with the laws regarding student fees, such remedies, where

applicable, shall include reasonable efforts to ensure full reimbursement to affected students and parents/guardians. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. (Education Code 49013, 52075; 5 CCR 4632)

The complainant shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the State Administrator/Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

***Note: The CDE may directly intervene in a complaint without waiting for action by the district when certain conditions exist, including the following: (1) the complaint alleges failure to comply with the UCP, including failure to follow the required timelines and failure to implement the final written decision; (2) the complainant requires anonymity due to the possibility of retaliation and would suffer immediate and irreparable harm if a complaint was filed and the complainant was named; (3) the complainant alleges that he/she would suffer immediate and irreparable harm as a result of an application of a districtwide policy that is in conflict with state or federal law and that filing a complaint would be futile; (4) the complainant alleges failure to comply with the due process procedures established pursuant to special education law and regulation to implement a due process hearing order; (5) the complainant alleges facts that indicate that one or more students may be in immediate physical danger or that the health, safety, or welfare of one or more students is threatened; or (6) the complainant alleges failure to follow a student's individualized education

program. ***

~~(3/12 1/13)~~ 10/14
(10/14 7/15) 3/16

Policy: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: April 20, 2016

Adopted:

King City, California

Business and Noninstructional Operations

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

The Governing Board recognizes its fiscal responsibility to maximize the use of district equipment, supplies, instructional materials, and other personal property while providing up-to-date resources that facilitate student learning and effective district operations. When the Board, upon recommendation of the State Administrator/Superintendent or designee, declares any district-owned personal property unusable, obsolete, or no longer needed, the Board shall determine the estimated value of the property and shall decide whether the property will be donated, sold, or otherwise disposed of as prescribed by law and administrative regulation.

(cf. 0440 - District Technology Plan)
(cf. 3512 - Equipment)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6163.1 - Library Media Centers)

The Board shall approve the price and terms of any sale or lease of personal property of the district.

If the Board members who are in attendance at a meeting unanimously agree that the property, whether one or more items, does not exceed \$2,500 in value, the property may be sold without advertising for bids. (Education Code 17546)

If the Board members who are in attendance at a meeting unanimously find that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board or may be disposed of (by dumping) **the local public dump**. (Education Code 17546)

Instructional materials shall be considered obsolete or unusable by the district if they have been replaced by more recent editions or new materials selected by the Board, are not aligned with the district's academic standards or course of study, and have no foreseeable value in other instructional areas. Such materials may be sold or donated if they continue to serve educational purposes that would benefit others outside the district. Instructional materials are not appropriate for sale or donation if they meet any of the following criteria:

1. Contain information rendered inaccurate or incomplete by new research or technologies
2. Contain demeaning, stereotyping, or patronizing references to any group of persons protected against discrimination by law or Board policy
3. Are damaged beyond use or repair

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6011 - Academic Standards)
(cf. 6143 - Courses of Study)

The State Administrator/Superintendent or designee shall establish procedures to be used whenever the district sells equipment or supplies originally acquired under a federal grant or subgrant. Such procedures shall be designed to ensure the highest possible return. (34 CFR 80.32)

(cf. 3440 - Inventories)

Legal Reference:

EDUCATION CODE

17540-17542 Sale or lease of personal property by one district to another

17545-17555 Sale of personal property

35168 Inventory, including record of time and mode of disposal

60510-60530 Sale, donation, or disposal of instructional materials

GOVERNMENT CODE

25505 District property; disposition; proceeds

CODE OF REGULATIONS, TITLE 5

3944 Consolidated categorical programs, district title to equipment

3946 Disposal of equipment purchased with state and federal consolidated application funds

UNITED STATES CODE, TITLE 40

549 Surplus property

CODE OF FEDERAL REGULATIONS, TITLE 34

80.32-80.33 Equipment and supplies acquired under a grant or subgrant

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Standards for Evaluating Instructional Materials for Social Content, 2013

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

School Services of California, Inc.: <http://www.sscal.com>

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Policy SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: April 20, 2016

King City, California

BP 3553 Business and Noninstructional Operations

Free And Reduced Price Meals

The Governing Board recognizes that adequate nutrition is essential to the development, health, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of students from low-income families in the district's food service program.

(cf. 3551 - Food Service Operations/Cafeteria Fund)

(cf. 3552 - Summer Meal Program)

(cf. 5030 - Student Wellness)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 6177 - Summer School)

The district shall provide at least one nutritionally adequate meal each school day, free of charge or at a reduced price, for students whose families meet federal eligibility criteria. (Education Code 49550, 49552)

The Superintendent or designee shall ensure that meals provided through the free and reduced-price meals program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

(cf. 3550 - Food Service/Child Nutrition Program)

Schools participating in the Special Milk Program pursuant to 42 USC 1772 shall provide milk at no charge to students who meet federal eligibility criteria for free or reduced-price meals.

The Board shall approve, and shall submit to the California Department of Education for approval, a plan that ensures that students eligible to receive free or reduced-price meals and milk are not treated differently from other students. (Education Code 49557)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 3555 - Nutrition Program Compliance)

(cf. 5145.3 - Nondiscrimination/Harassment)

Confidentiality/Release of Records

All applications and records related to eligibility for the free and reduced-price meals program shall be confidential except as provided by law. (Education Code 49558)

~~If a student transfers from the district to another district or to a private school, the Superintendent or designee may release the student's eligibility status or a copy of his/her free and reduced-price meal application to the other district or school to assist in the continuation of the student's meal benefits.~~

The Board authorizes designated employees to use individual records pertaining to student eligibility for the free and reduced-price meals program for the purposes of: (Education Code 49558)

1. Disaggregation of academic achievement data
2. In any school identified as a Title I program improvement school pursuant to 20 USC 6316, identification of students eligible for school choice and supplemental educational services

(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 5125 - Student Records)
(cf. 6162.51 - Standardized Testing and Reporting Program)
(cf. 6171 - Title I Programs)

~~The Board further authorizes the release of information on the school lunch program application to the local agency that determines Medi-Cal program eligibility, provided that the student is approved for free meals and the parent/guardian consents to the sharing of information in accordance with Education Code 49557.2.~~

~~*(cf. 5141.6 - School Health Services)*~~

~~***Note: According to CDE Management Bulletin SNP 12-2015, Education Code 49558 does not prohibit the sharing of free and reduced-price meal application information to other districts/schools for the purpose of determining students' eligibility. The district may provide only the student's name and eligibility status unless the applicant consents to the sharing of additional information.***~~

If a student transfers from the district to another district, charter school, county office of education program, or private school, the Superintendent or designee may share the student's meal eligibility information to the other educational agency to assist in the continuation of the student's meal benefits.

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to another school district, charter school, or county office of education that is serving a student living in the same household for purposes related to program eligibility and data used in local control funding formula calculations. (Education Code 49558)

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to the Superintendent of Public Instruction for purposes of determining allocations under the local control funding formula and for assessing accountability of that funding. (Education Code 49558)

The Superintendent or designee may release information on the school lunch program

application to the local agency that determines eligibility for participation in the Medi-Cal program if the student has been approved for free meals or, if included in the agreement with the local agency, for reduced-price meals. He/she also may release information on the school lunch application to the local agency that determines eligibility for CalFresh or another nutrition assistance program authorized under 7 CFR 210.1 if the student has been approved for free or reduced-price meals. Information may be released for these purposes only if the student's parent/guardian consents to the sharing of information and the district has entered into a memorandum of understanding with the local agency which, at a minimum, includes the roles and responsibilities of the district and local agency and the process for sharing the information. After sharing information with the local agency for purposes of determining eligibility for that program, no further information shall be shared unless otherwise authorized by law. (Education Code 49557.2, 49557.3, 49558)

(cf. 5141.6 - School Health Services)

Legal Reference:

EDUCATION CODE

48980 Notice at beginning of term

49430-49434 Pupil Nutrition, Health, and Achievement Act of 2001

49490-49494 School breakfast and lunch programs

49500-49505 School meals

49510-49520 Nutrition

49530-49536 Child Nutrition Act of 1974

49547-49548.3 Comprehensive nutrition service

49550-49562 Meals for needy students

CODE OF REGULATIONS, TITLE 5

15510 Mandatory meals for needy students

15530-15535 Nutrition education

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 20

1232g Federal Educational Rights and Privacy Act

6301-6514 Title I programs

UNITED STATES CODE, TITLE 42

1751-1769j School lunch program

1771-1791 Child nutrition, especially:

1773 School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.10-220.21 National School Breakfast Program

245.1-245.13 Determination of eligibility for free and reduced-price meals and free milk

WELFARE AND INSTITUTIONS CODE

14005.41 Basic health care

Management Resources:

CSBA PUBLICATIONS

Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, 2012

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, 2012

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS

NSD SNP-12-2015 Updated Guidance on Sharing of School Meal Applications and the

Passing of Assembly Bill 1599, July 2015

USDA-SNP-07-2010 Change in Free and Reduced-Price Meal Application Approval Process, September 2010

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Feed More Kids, Improve Program Participation

Direct Certification Implementation Checklist, May 2008

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Eligibility Manual for School Meals: Determining and Verifying Eligibility, July 2015

Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Nutrition Services Division:

<http://www.cde.ca.gov/ls/nu>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>

(3/11 11/11) 3/16

Legal Reference:

EDUCATION CODE

~~48980 Notice at beginning of term~~

~~49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001~~

~~49490-49494 School breakfast and lunch programs~~

~~49500-49505 School meals~~

~~49510-49520 Nutrition~~

~~49530-49536 Child Nutrition Act of 1974~~

~~49547-49548.3 Comprehensive nutrition service~~

~~49550-49562 Meals for needy students~~

CODE OF REGULATIONS, TITLE 5

~~15510 Mandatory meals for needy students~~

~~15530-15535 Nutrition education~~

~~15550-15565 School lunch and breakfast programs~~

UNITED STATES CODE, TITLE 20

1232g Federal Educational Rights and Privacy Act
6301-6514 Title I programs
UNITED STATES CODE, TITLE 42
1751-1769j School lunch program
1771-1791 Child nutrition, especially:
1773 School breakfast program
CODE OF FEDERAL REGULATIONS, TITLE 7
210.1-210.31 National School Lunch Program
220.10-220.21 National School Breakfast Program
245.1-245.13 Determination of eligibility for free and reduced-price meals and free milk

Management Resources:

CSBA PUBLICATIONS

Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS

USDA SNP 07-2010 Change in Free and Reduced Price Meal Application Approval Process, September 2010

NSD SNP 12-2010 Clarification Regarding the Ability to Share Student Meal Program Eligibility Information Between School Food Authorities, April 2010

04-103 Implementation of Final Rule on Verification of Applications for Free and Reduced Price Meals, August 2004

98-101 Confidentiality of Free and Reduced Price Eligibility Information, February 1998

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Feed More Kids, Improve Program Participation

Direct Certification Implementation Checklist, May 2008

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Eligibility Manual for School Meals: Federal Policy for Determining and Verifying Eligibility, January 2008

Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Nutrition Services Division:

<http://www.cde.ca.gov/ls/nu>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/end>
(11/04-11/07) 3/11

BP 3553 (f)

Policy SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
First Reading: April 20, 2016
Adopted: King City, California

Business and Noninstructional Operations

Free And Reduced Price Meals

Applications

The Superintendent or designee shall ensure that the district's application form for free and reduced-price meals and related materials include the statements specified in Education Code 49557 and 7 CFR 245.5. In addition, the application packet may include the notifications and information listed in Education Code 49557.2.

The application form and related information shall be distributed to all parents/guardians at the beginning of each school year and shall be available to students at all times during the school day. (Education Code 48980, 49520; 42 USC 1758; 7 CFR 245.5)

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3551 - Food Service Operations/Cafeteria Fund)
(cf. 3552 - Summer Meal Program)
(cf. 5145.6 - Parental Notifications)

The form and information shall also be provided whenever a new student is enrolled.

At the beginning of each school year, the Superintendent or designee shall send a public release, containing the same information supplied to parents/guardians and including eligibility criteria, to local media, the local unemployment office, and any major employers in the district attendance area contemplating large layoffs. Copies of the public release shall be made available upon request to any interested person. (7 CFR 245.5)

(cf. 1112 - Media Relations)

~~***Note: The following paragraph may be revised to reflect district practice. In addition to the paper application form described above, Education Code 49557, as amended by SB 708 (Ch. 390, Statutes of 2015), authorizes districts to make the application for free or reduced price meals available online. Any such online application must comply with specific requirements, including, but not limited to, the provision of clear instructions for families that are homeless or are migrants.***~~

In addition, the district application form for free and reduced price meals shall be available online. The online application form shall require completion of only those questions necessary for determining eligibility, contain clear instructions for families that are homeless or migrant, and comply with other requirements specified in Education Code 49557.

~~***Note: According to the U.S. Department of Agriculture's Eligibility Manual for School Meals: Determining and Verifying Eligibility, households enrolling a new student after the start~~

~~of the school year must also be provided an application and related materials.***~~

An application form and related information shall also be provided whenever a new student is enrolled.

At the beginning of each school year, the Superintendent or designee shall send a public release, containing the same information supplied to parents/guardians and including eligibility criteria, to local media, the local unemployment office, and any major employers in the district attendance area contemplating large layoffs. Copies of the public release shall be made available upon request to any interested person. (7 CFR 245.5)

Eligibility

The Superintendent or designee shall determine students' eligibility for the free and reduced-price meals program based on the criteria specified in 42 USC 1758 and 1773 and 7 CFR 245.1-245.13 and made available by the California Department of Education.

When authorized by law, participants in other federal or state programs may be directly certified, without further application, for enrollment in the free and reduced-price meals program. (Education Code 49561; 42 USC 1758)

(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6175 - Migrant Education Program)

Verification of Eligibility

Not later than November 15 of each year, the Superintendent or designee shall verify the eligibility of a sample of household applications approved for the school year in accordance with the sample sizes and procedures specified in 42 USC 1758 and 7 CFR 245.6a. (42 USC 1758; 7 CFR 245.6a)

If the review indicates that the initial eligibility determination is correct, the Superintendent or designee shall verify the approved household application. If the review indicates that the initial eligibility determination is incorrect, the Superintendent or designee shall: (42 USC 1758; 7 CFR 245.6a)

1. If the eligibility status changes from reduced price to free, make the increased benefits immediately available and notify the household of the change in benefits
2. If the eligibility status changes from free to reduced price, first verify the application, then notify the household of the correct eligibility status, and, when required by law, send a notice of adverse action as described below

3. If the eligibility status changes from free or reduced price to paid, send the household a notice of adverse action as described below

If any household is to receive a reduction or termination of benefits as a result of verification activities, or if the household fails to cooperate with verification efforts, the Superintendent or designee shall reduce or terminate benefits, as applicable, and shall properly document and retain on file in the district the reasons for ineligibility. He/she also shall send a notice of adverse action to any household that is to receive a reduction or termination of benefits. Such notice shall be provided 10 days prior to the actual reduction or termination of benefits. The notice shall advise the household of: (7 CFR 245.6a)

1. The change and the reasons for the change
2. The right to appeal, when the appeal must be filed to ensure continued benefits while awaiting a hearing and decision, and instructions on how to appeal
3. The right to reapply at any time during the school year

Confidentiality/Release of Records

The Superintendent designates the following district employee(s) to use individual records pertaining to student participation in the free and reduced-price meals program for the purpose of disaggregation of academic achievement data or for the identification of students in any program improvement school eligible for school choice and supplemental educational services pursuant to 20 USC 6316: Assistant Superintendent of Educational Services.

In using the records for such purposes, the following conditions shall be satisfied: (Education Code 49558)

1. No individual indicators of participation in the free and reduced-price meals program shall be maintained in the permanent records of any student if not otherwise allowed by law.

(cf. 5125 - Student Records)

2. Information regarding individual student participation in the free and reduced-price meals program shall not be publicly released.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

3. All other confidentiality provisions required by law shall be met.
4. Information collected regarding individual students certified to participate in the free and reduced-price meals program shall be destroyed when no longer needed for its intended purpose.

Nondiscrimination Plan

The district's plan for students receiving free or reduced-price meals shall ensure the following:
(Education Code 49557; 42 USC 1758)

1. The names of the students shall not be published, posted, or announced in any manner, or used for any purpose other than the National School Lunch and School Breakfast Programs, unless otherwise provided by law.
2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means.
3. The students shall not be required to work for their meals or for milk.
4. The students shall not be required to use a separate dining area, go through a separate serving line or entrance, or consume their meals or milk at a different time.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 3555 - Nutrition Program Compliance)

When more than one lunch, breakfast, or type of milk is offered, the students shall have the same choice of meals or milk as is available to those students who pay the full price. (Education Code 49557; 7 CFR 245.8)

Prices

The maximum price that shall be charged to eligible students for reduced-price meals shall be 40 cents for lunch and 30 cents for breakfast. (42 USC 1758, 1773)

(11/04 11/07) 3/11

Regulation SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: April 20, 2016

Adopted:

King City, California

Personnel

~~Personal Illness/Injury Leave~~

~~Full-time certificated employees are entitled to 10 days leave of absence for personal illness or injury (sick leave) per school year, with full pay. Employees working less than five school days per week shall be granted comparable sick leave in proportion to the time they work. (Education Code 44978)~~

~~(cf. 4161/4261/4361—Leaves)~~

~~(cf. 4161.9/4261.9/4361.9—Catastrophic Leave Program)~~

~~An employee may take sick leave at any time during the school year, even if credit for sick leave has not yet been accrued. (Education Code 44978)~~

~~An employee who does not complete a given year of service shall be charged for any unearned sick leave used as of the date of termination of service.~~

~~Unused days of sick leave shall be accumulated from year to year without limitation. (Education Code 44978)~~

~~At the beginning of each school year, employees shall be notified of the amount of sick leave they have accumulated.~~

~~Any certificated employee who leaves the district after at least one school year of employment and accepts a certificated position in another district, county office of education, or community college district within one year shall have transferred with him/her the total amount of accumulated sick leave. The district shall not require new employees to waive leave accumulated in a previous district. (Education Code 44979, 44980)~~

~~Sick leave may be used by a certificated employee for absences due to:~~

- ~~1. Temporary inability to perform his/her duties because of illness, accident, or quarantine, whether or not the cause of the absence arises out of and in the course of employment (Education Code 44964)~~

~~(cf. 4157.1/4257.1/4357.1—Work-Related Injuries)~~

- ~~2. Pregnancy, miscarriage, childbirth, and recovery (Education Code 44965, 44978)~~

~~(cf. 4161.8/4261.8/4361.8—Family Care and Medical Leave)~~

- ~~3. Personal necessity (Education Code 44981)~~

~~(cf. 4161.2/4261.2/4361.2—Personal Leaves)~~

- ~~4. Medical and dental appointments, in increments of not less than one hour~~
- ~~5. Industrial accidents or illnesses when leave granted specifically for that purpose has been exhausted (Education Code 44984)~~

~~(cf. 4161.11/4361.11—Industrial Accident/Illness Leave)~~

- ~~6. Illness of the employee's child, parent, spouse, registered domestic partner, or domestic partner's child in an amount not less than the sick leave that would be accrued by the employee during six months at his/her then current rate of entitlement (Labor Code 233)~~
- ~~7. Diagnosis, care, or treatment of an existing health condition of, or preventive care for, the employee or his/her family member as defined in Labor Code 245.5 (Labor Code 246.5)~~
- ~~8. Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or his/her child, when the employee has been a victim of domestic violence, sexual assault, or stalking (Labor Code 246.5)~~

~~An employee may take sick leave at any time during the school year, even if credit for sick leave has not yet been accrued. (Education Code 44978)~~

~~An employee shall notify the district of his/her need to be absent as soon as such need is known, so that substitute services may be secured. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district not later than 3 p.m. of the day preceding the day on which he/she intends to return to work. If failure to so notify the district results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.~~

~~(cf. 4121—Temporary/Substitute Personnel)~~

~~At the beginning of each school year, employees shall be notified of the amount of sick leave they have accumulated.~~

~~The district shall not require new employees to waive leave accumulated in a previous district. (Education Code 44979, 44980)~~

~~The State Administrator/Superintendent or designee shall notify any certificated employee who leaves the district after at least one school year of employment that if the employee accepts a certificated position in another district, county office of education, or community college district within one year, he/she may request that the district transfer his/her accumulated sick leave to the new employer. (Education Code 44979, 44980)~~

Continued Absence After Available Sick Leave Is Exhausted

~~During each school year, when a certificated employee has exhausted all available sick leave, including all accumulated sick leave, and, due to illness or injury, continues to be absent from his/her duties for an additional period up to five school months, the employee shall receive his/her regular salary minus the actual cost of a substitute to fill the position. If the district has made every reasonable effort to secure the services of a substitute and has been unable to do so, the amount that would have been paid to a substitute shall be deducted from the employee's salary. (Education Code 44977)~~

~~An employee shall not be provided more than one five-month period per illness or injury. However, if the school year ends before the five-month period is exhausted, the employee may take the balance of the five-month period in a subsequent school year. (Education Code 44977)~~

~~If a certificated employee is not medically able to resume his/her duties after the five-month period provided pursuant to Education Code 44977, the employee shall be placed either in another position or on a reemployment list. Placement on the reemployment list shall be for 24 months for probationary employees or 39 months for permanent employees and shall begin at the expiration of the five-month period. If during this time the employee becomes medically able, he/she shall be returned to employment in a position for which he/she is credentialed and qualified. (Education Code 44978.1)~~

~~(cf. 4116—Probationary/Permanent Status)~~

Verification Requirements

~~After any absence due to illness or injury, the employee shall verify the absence by submitting a completed and signed district absence form to his/her immediate supervisor.~~

~~The State Administrator/Superintendent or designee may, at any time, require additional written verification by the employee's physician or other authorized health care provider. Such verification shall be required whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever clear evidence indicates that an absence is not related to illness or injury.~~

~~The State Administrator/Superintendent or designee may require an employee to visit a physician selected by the district, at district expense, in order to receive a report on the medical condition of the employee. The report shall include a statement as to the employee's need for further leave of absence and a prognosis as to when the employee will be able to return to work. If the report concludes that the employee's condition does not warrant continued absence, the State Administrator/Superintendent or designee may, after giving notice to the employee, deny further leave.~~

~~Before returning to work, an employee who has been absent for surgery, hospitalization, or extended medical treatment may be asked to submit a letter from his/her physician stating that he/she is able to return to duty and stipulating any necessary restrictions or limitations.~~

~~(cf. 4032—Reasonable Accommodation)~~

~~(cf. 4113.4/4213.4/4313.4—Temporary Modified/Light Duty Assignment)~~

~~Any district request for additional verification by an employee's physician or a district-selected physician shall be in writing and shall specify that the report to be submitted to the district should not contain the employee's genetic information.~~

~~Any genetic information received by the district on behalf of an employee shall be treated as a confidential medical record, maintained in a file separate from the employee's personnel file, and shall not be disclosed except in accordance with 29 CFR 1635.9.~~

~~Before returning to work, an employee who has been absent for surgery, hospitalization, or extended medical treatment may be asked to submit a letter from his/her physician stating that he/she is able to return to duty and stipulating any necessary restrictions or limitations.~~

~~(cf. 4032—Reasonable Accommodation)~~

~~(cf. 4113.4/4213.4/4313.4—Temporary Modified/Light Duty Assignment)~~

Healthy Workplaces, Healthy Families Act Requirements

~~No employee shall be denied the right to use accrued sick days and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249.~~

~~To ensure the district's compliance with Labor Code 245-249, the State Administrator/Superintendent or designee shall:~~

~~1. At a conspicuous location in each workplace, display a poster on paid sick leave that includes the following information:~~

~~a. That an employee is entitled to accrue, request, and use paid sick days~~

~~b. The amount of sick days provided by Labor Code 245-249~~

~~c. The terms of use of paid sick days~~

~~d. That discrimination or retaliation against an employee for requesting or using sick leave is prohibited by law and an employee has the right to file a complaint with the Labor Commissioner if the district discriminates or retaliates against him/her~~

~~2. Provide at least 24 hours or three days of paid sick leave to each eligible employee to use per year and allow eligible employees to use accrued sick leave upon reasonable request~~

~~3. Provide eligible employees written notice, on their pay stub or other document issued with their pay check, of the amount of paid sick leave they have available~~

~~(cf. 4112.9/4212.9/4312.9 Employee Notifications)~~

~~4. Keep a record documenting the hours worked and paid sick days accrued and used by each eligible employee for three years~~

Legal Reference:

~~EDUCATION CODE~~

~~44964 Power to grant leave of absence in case of illness, accident, or quarantine~~

~~44965 Granting of leaves of absence for pregnancy and childbirth~~

~~44976 Transfer of leave rights when school is transferred to another district~~

~~44977 Salary deduction during absence from duties up to five months after sick leave is exhausted~~

~~44978 Provisions for sick leave of certificated employees~~

~~44978.1 Inability to return to duty; placement in another position or on reemployment list~~

~~44979 Transfer of accumulated sick leave to another district~~

~~44980 Transfer of accumulated sick leave to a county office of education~~

~~44981 Leave of absence for personal necessity~~

~~44983 Exception to sick leave when district adopts specific rule~~

~~44984 Industrial accident or illness~~

~~44986 Leave of absence for disability allowance applicant~~

~~LABOR CODE~~

~~220 Sections inapplicable to public employees~~

~~230 Jury duty; legal actions by domestic violence, sexual assault and stalking victims, right to time off~~

~~230.1 Employers with 25 or more employees; domestic violence, sexual assault and stalking victims, right to time off~~

~~233 Illness of child, parent, spouse or domestic partner~~

~~234 Absence control policy~~

~~245-249 Healthy Workplaces, Healthy Families Act of 2014~~

~~CODE OF REGULATIONS, TITLE 5~~

~~5601 Transfer of accumulated sick leave~~

~~UNITED STATES CODE, TITLE 42~~

~~2000ff 2000ff 11 Genetic Information Nondiscrimination Act of 2008~~

~~CODE OF FEDERAL REGULATIONS, TITLE 29~~

~~1635.1-1635.12 Genetic Information Nondiscrimination Act of 2008~~

COURT DECISIONS

~~Veguez v. Governing Board of Long Beach Unified School District, (2005) 127 Cal.App.4th 406~~

~~————(3/02 7/10) 12/14~~

Personal Illness/Injury Leave

AR 4161.1

Personnel

~~***Note: The following administrative regulation is subject to collective bargaining. Education Code 44978 provides a minimum of 10 days of personal illness or injury leave (sick leave) per year for certificated employees working five days a week. The Governing Board may allow additional days at its discretion; if it does so, the following paragraph should be revised accordingly.***~~

~~***Note: Labor Code 245-249 (the Healthy Workplaces, Healthy Families Act), as added by AB 1522 (Ch. 317, Statutes of 2014), require districts to grant a minimum of one hour of paid sick leave for every 30 hours worked to their employees who work for 30 days within a year of their employment, including temporary and substitute employees. Pursuant to Labor Code 246, as amended by AB 304 (Ch. 67, Statutes of 2015), a district may use a different sick leave accrual method which provides for the accrual to be on a regular basis so that an employee accrues at least 24 hours of sick leave or paid time off by the 120th calendar day of his/her employment or each calendar year or 12-month period. Additional requirements of Labor Code 245-249 include, but are not limited to, display of a poster containing specified information at every workplace, provision of each employee's sick leave balance on his/her wage statements, and maintenance of leave usage documentation for three years.***~~

~~***Note: The provisions of Labor Code 245-249 are very broad and only district employees covered by a valid collective bargaining agreement may be exempted from them, if the collective bargaining agreement expressly provides paid sick leave in an amount equal to or exceeding the amount of leave required pursuant to Labor Code 246, includes final and binding arbitration of disputes regarding the application of the paid sick days provisions, and provides premium wage rates for all overtime hours worked and a regular hourly rate of pay of not less than 30 percent more than the state minimum wage rate. Since many districts may not satisfy all the conditions for this exemption, this administrative regulation has been drafted to include the requirements of Labor Code 245-249. Any district whose collective bargaining agreement meets all the conditions for exemption may modify this administrative regulation accordingly.***~~

~~***Note: For additional requirements of Labor Code 245-249, see the section titled "Healthy Workplaces, Healthy Families Act Requirements" below. For paid sick leave for temporary and~~

~~substitute certificated employees, see BP/AR 4121—Temporary/Substitute Personnel. For sick leave for classified employees, see AR 4261.1—Personal Illness/Injury Leave.***~~

Certificated employees employed five school days a week are entitled to 10 days' leave of absence with full pay for personal illness or injury (sick leave), per school year of service. Employees who work less than five school days per week (part-time employees) shall be granted sick leave in proportion to the time they work. However, any part-time employee who is entitled to less than three days of paid sick leave due to the amount of time worked shall be granted sick leave pursuant to Labor Code 246, if he/she is eligible. (Education Code 44978; Labor Code 245-249)

(cf. 4161/4261/4361 - Leaves)

(cf. 4161.9/4261.9/4361.9 - Catastrophic Leave Program)

Use of Sick Leave

Certificated employees may use sick leave for absences due to:

1. Accident or illness, whether or not the absence arises out of or in the course of employment; quarantine which results from contact with other persons having a contagious disease during the employee's performance of his/her duties; or temporary inability to perform assigned duties because of illness, accident, or quarantine (Education Code 44964)

(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)

2. Pregnancy, miscarriage, childbirth, and related recovery (Education Code 44965, 44978)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

3. Personal necessity (Education Code 44981)

(cf. 4161.2/4261.2/4361.2 - Personal Leaves)

~~***Note: Optional item #4 below may be revised as desired to specify a different minimum increment for sick leave.***~~

4. Medical and dental appointments, in increments of not less than one hour

5. Industrial accidents or illnesses when leave granted specifically for that purpose has been exhausted (Education Code 44984)

(cf. 4161.11/4361.11 - Industrial Accident/Illness Leave)

~~***Note: Pursuant to Labor Code 246.5, as added by AB 1522 (Ch. 317, Statutes of 2014), paid sick leave may be used for the purposes specified in item #6 below.***~~

~~***Note: Pursuant to Labor Code 233, as amended by SB 579 (Ch. 802, Statutes of 2015), any district that provides sick leave to its employees is required to permit them to use sick leave, in an amount not less than the sick leave that would be accrued during six months at the employee's then current rate of entitlement, to attend to the illness of their family members as specified in item #6 below. Family members include, but are not limited to, an employee's grandparent, grandchild, and sibling, not just his/her child, parent, spouse, or domestic partner. In addition, the law defines child as a "biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis."***~~

~~***Note: For more details of AB 1522 requirements, see section "Healthy Workplaces, Healthy Families Act Requirements" below. For additional information about leaves for victims of domestic violence, sexual assault, or stalking, see AR 4161.2/4261.2/4361.2 Personal Leaves.***~~

6. In any calendar year, an employee may use the amount of sick leave he/she would accrue during six months at his/her current rate of entitlement for the following: (Labor Code 233, 246.5)

- a. Need of the employee or his/her family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care**
- b. Need of the employee to seek or obtain any relief or medical attention specified in Labor Code 230(c) and/or 230.1(a) for the health, safety, or welfare of the employee, or his/her child, when the employee has been a victim of domestic violence, sexual assault, or stalking**

An employee may take sick leave at any time during the school year, even if credit for sick leave has not yet been accrued. (Education Code 44978)

~~***Note: The following paragraph is optional.***~~

An employee shall reimburse the district for any unearned sick leave used as of the date of his/her termination.

Unused days of sick leave shall be accumulated from year to year without limitation. (Education Code 44978)

~~***Note: The following optional paragraph may be revised to reflect district practice.***~~

At the beginning of each school year, employees shall be notified of the amount of sick leave they have accumulated.

The district shall not require new employees to waive leave accumulated in a previous district. (Education Code 44979, 44980)

~~***Note: Pursuant to Education Code 44979-44980, a certificated employee is entitled to have his/her accumulated sick leave transferred with him/her in the circumstances specified in the following optional paragraph.***~~

The Superintendent or designee shall notify any certificated employee who leaves the district after at least one school year of employment that if the employee accepts a certificated position in another district, county office of education, or community college district within one year, he/she may request that the district transfer his/her accumulated sick leave to the new employer. (Education Code 44979, 44980)

Notification of Absence

~~***Note: The following optional section may be revised to reflect district practice.***~~

An employee shall notify the district of his/her need to be absent as soon as such need is known, so that substitute services may be secured. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district not later than three o'clock in the afternoon of the day preceding the day on which he/she intends to return to work. If the employee fails to notify the district and the failure results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.

(cf. 4121 - Temporary/Substitute Personnel)

Continued Absence After Available Sick Leave Is Exhausted/Differential Pay

~~***Note: Pursuant to Education Code 44977, an employee who is absent for up to five months after exhausting all his/her available sick leave must receive his/her regular salary minus the cost of a substitute. Option 1 below reflects this requirement.***~~

~~***Note: However, Education Code 44983 provides that Education Code 44977 does not apply to those districts that adopt a rule that gives certificated employees 50 percent or more of their regular salary during the period of absence. Option 2 below is for use by districts that choose to specify such a level of compensation; these districts are mandated to adopt a rule to this effect.***~~

OPTION 1:

During each school year, when a certificated employee has exhausted all available sick leave, including all accumulated sick leave, and, due to illness or injury, continues to be absent from his/her duties for an additional period up to five school months, the employee shall receive his/her regular salary minus the actual cost of a substitute to fill the position. If the district has made every reasonable effort to secure the services of a substitute and has been unable to do so, the amount that would have been paid to a substitute shall be deducted from the employee's salary.

An employee shall not be provided more than one five-month period per illness or injury. However, if the school year ends before the five-month period is exhausted, the employee may take the balance of the five-month period in a subsequent school year. (Education Code 44977)

~~***Note: Option 2 below is mandated for use by districts that choose to provide employees at least 50 percent of their regular salary during the period of absence pursuant to Education Code 44983. The following paragraph specifies a percentage of 50 percent and should be modified by districts that have set a higher percentage.***~~

OPTION 2:

~~After a certificated employee has exhausted all available sick leave, including all accumulated sick leave, and, due to illness or injury, continues to be absent for an additional period up to five months, he/she shall receive 50 percent of his/her regular salary during the additional period of absence. (Education Code 44983)~~

~~***Note: The following paragraph is for use by districts that selected either Option 1 or Option 2, and is subject to any conflicting provision in a collective bargaining agreement entered into before January 1, 2016. Pursuant to Education Code 44977.5, as added by AB 375 (Ch. 400, Statutes of 2015), the district is required to provide differential pay to a certificated employee when he/she has exhausted all available sick leave, including accumulated sick leave, and continues to be absent due to maternity or paternity leave for the birth of the employee's child or placement of a child with the employee for adoption or foster care (baby bonding), pursuant to Government Code 12945.2 (California Family Rights Act). Such an employee is entitled to receive differential pay for up to 12 weeks. Among the many questions generated by the new law are whether the 12 weeks differential pay for maternity/paternity leave would be in addition to the five months differential leave pay pursuant to Education Code 44977 (Option 1 above) and whether the law applies to districts that provide their employees at least 50 percent of their regular salary instead of differential pay during such period of absence, as permitted by Education Code 44983 (Option 2 above.) The following paragraph reflects CSBA's interpretation of the law. Any district with a question regarding the interpretation to be given to this new law should consult its legal counsel.***~~

In addition, during each school year, any certificated employee who has exhausted all available sick leave, including accumulated sick leave, and continues to be absent on account of maternity or paternity leave (baby bonding) pursuant to Government Code 12945.2 shall receive, for up to 12 school weeks, his/her regular salary minus the actual cost of a substitute to fill the position or, if no substitute was employed, the amount that would have been paid had a substitute been employed. The 12-week period shall be reduced by any period of sick leave, including accumulated sick leave, taken during a period of such maternity or paternity leave. (Education Code 44977.5)

~~***Note: The following paragraph is for use by districts that selected either Option 1 or Option 2.***~~

If a certificated employee is not medically able to resume his/her duties after the five-month period provided pursuant to Education Code 44977, the employee shall be placed either in another position or on a reemployment list. Placement on the reemployment list shall be for 24 months for probationary employees or 39 months for permanent employees and shall begin at the expiration of the five-month period. If during this time the employee becomes medically able, he/she shall be returned to employment in a position for which he/she is credentialed and qualified. (Education Code 44978.1)

(cf. 4116 - Probationary/Permanent Status)

~~***Note: When an employee is absent for a period of more than five months, or is absent for a cause other than illness, Education Code 44977 and 44983 provide that the amount deducted from his/her salary shall be determined according to the rules and regulations adopted by the Board as long as such rules are not in conflict with State Board of Education regulations. If not covered in the district's negotiated agreement, the district may add provisions here reflecting salary deductions for employees absent longer than five months.***~~

Verification Requirements

~~***Note: Education Code 44978 mandates the Board to adopt regulations requiring proof of illness or injury and prescribing the means of verification. However, Education Code 44978 provides that these regulations shall not discriminate against evidence of treatment and the need for treatment by the practice of a well-recognized religion. For verification requirements for employees on leave pursuant to the Family and Medical Leave Act, see AR 4161.8/4261.8/4361.8 Family Care and Medical Leave. The following section should be modified to reflect district practice and any procedures which have been specified in negotiated agreements.***~~

~~***Note: Previously, Labor Code 233 authorized a district to apply the same conditions and restrictions placed upon its employees' use of sick leave for their own illness to any use of sick leave for illnesses of an employee's family members. Pursuant to Labor Code 233, as amended~~

~~by SB 579 (Ch. 802, Statutes of 2015), this authorization no longer exists. As amended, Labor Code 233 requires districts to allow their employees to use sick leave for the purposes specified in Labor Code 246.5, the paid sick leave law. Since the paid sick leave law is silent on requests for verification, and actually requires an employer to provide an employee with paid sick days upon oral or written request, districts should be careful in requiring verification for sick leave used for the purposes specified in Labor Code 246.5 (item #6 above). Though a district is permitted to require verification from an employee who is a victim of domestic violence, sexual assault, or stalking, pursuant to Labor Code 230 and 230.1, a general insistence on verification could be deemed a violation of Labor Code 246.5. Any district with questions regarding its authority related to verification should consult legal counsel.***~~

After any absence due to illness or injury, the employee shall verify the absence by submitting a completed and signed district absence form to his/her immediate supervisor.

The Superintendent or designee may require verification whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever available evidence clearly indicates that an absence is not related to illness or injury.

In addition, the Superintendent or designee may require an employee to visit a physician selected by the district, at district expense, in order to receive a report on the medical condition of the employee. The report shall include a statement as to the employee's need for further leave of absence and a prognosis as to when the employee will be able to return to work. If the report concludes that the employee's condition does not warrant continued absence, the Superintendent or designee may, after giving notice to the employee, deny further leave.

~~***Note: 42 USC 2000ff 1, the Genetic Information Nondiscrimination Act, and its implementing regulations, 29 CFR 1635.1-1635.12, specify that it is unlawful for a district to request, require, or purchase an employee's or his/her family member's individual genetic information except in complying with the medical certification requirements for family care and medical leave purposes or with the employee's prior written authorization. See AR 4161.8/4261.8/4361.8 Family Care and Medical Leave. Pursuant to 29 CFR 1635.9, any such information received by the district must be kept confidential as specified below.***~~

Any district request for additional verification by an employee's physician or a district-selected physician shall be in writing and shall specify that the report to be submitted to the district should not contain the employee's genetic information.

Any genetic information received by the district on behalf of an employee shall be treated as a confidential medical record, maintained in a file separate from the employee's personnel file, and shall not be disclosed except in accordance with 29 CFR 1635.9.

Before returning to work, an employee who has been absent for surgery, hospitalization, or extended medical treatment may be asked to submit a letter from his/her physician stating that he/she is able to return to duty and stipulating any necessary restrictions or limitations.

(cf. 4032 - Reasonable Accommodation)

(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)

Healthy Workplaces, Healthy Families Act Requirements

~~***Note: Pursuant to Labor Code 245-249, as added by AB 1522 (Ch. 317, Statutes of 2014), all employers, including those that provide paid time off to their employees under existing policy or other law, must comply with the requirements specified in the following section. Pursuant to Labor Code 248.5, noncompliance with the Healthy Workplaces, Healthy Families Act could result in enforcement action against the employer, including the imposition of civil and monetary penalties. Any district with questions regarding the applicability of this new law should consult its legal counsel.***~~

No employee shall be denied the right to use accrued sick days, and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249.

To ensure the district's compliance with Labor Code 245-249, the Superintendent or designee shall:

1. At a conspicuous location in each workplace, display a poster on paid sick leave that includes the following information:
 - a. That an employee is entitled to accrue, request, and use paid sick days
 - b. The amount of sick days provided by Labor Code 245-249
 - c. The terms of use of paid sick days
 - d. That discrimination or retaliation against an employee for requesting or using sick leave is prohibited by law and an employee has the right to file a complaint with the Labor Commissioner if the district discriminates or retaliates against him/her
2. Provide at least 24 hours or three days of paid sick leave to each eligible employee to use per year and allow eligible employees to use accrued sick leave upon reasonable request
3. Provide eligible employees written notice, on their pay stub or other document

issued with their pay check, of the amount of paid sick leave they have available

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

4. Keep a record documenting the hours worked and paid sick days accrued and used by each eligible employee for three years

Legal Reference:

EDUCATION CODE

44964 Power to grant leave of absence in case of illness, accident, or quarantine

44965 Granting of leaves of absence for pregnancy and childbirth

44976 Transfer of leave rights when school is transferred to another district

44977 Salary deduction during absence from duties up to five months after sick leave is exhausted

44977.5 Salary deduction during absence from duties for maternity or paternity leave up to 12 weeks after sick leave is exhausted

44978 Provisions for sick leave of certificated employees

44978.1 Inability to return to duty; placement in another position or on reemployment list

44979 Transfer of accumulated sick leave to another district

44980 Transfer of accumulated sick leave to a county office of education

44981 Leave of absence for personal necessity

44983 Exception to sick leave when district adopts specific rule

44984 Industrial accident or illness

44986 Leave of absence for disability allowance applicant

LABOR CODE

220 Sections inapplicable to public employees

230 Jury duty; legal actions by domestic violence, sexual assault and stalking victims, right to time off

230.1 Employers with 25 or more employees; domestic violence, sexual assault and stalking victims, right to time off

233 Illness of child, parent, spouse or domestic partner

234 Absence control policy

245-249 Healthy Workplaces, Healthy Families Act of 2014

CODE OF REGULATIONS, TITLE 5

5601 Transfer of accumulated sick leave

UNITED STATES CODE, TITLE 42

2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008

CODE OF FEDERAL REGULATIONS, TITLE 29

1635.1-1635.12 Genetic Information Nondiscrimination Act of 2008

COURT DECISIONS

Veguez v. Governing Board of Long Beach Unified School District, (2005) 127 Cal.App.4th

AR 4161.1 (o)
4361.1

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(7/10 12/14) 3/16

Regulation: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: April 20, 2016

Adopted:

King City, California

Personnel

PERSONAL LEAVES

~~***Note: The following administrative regulation is subject to collective bargaining agreements.***~~

Personal leaves granted to district employees shall be used as permitted in this administrative regulation, other Board-approved policy or district regulation, or applicable collective bargaining agreement.

For the purpose of any personal leave offered pursuant to state law, a registered domestic partner shall have the same rights, protections, and benefits as a spouse and protections provided to a spouse's child shall also apply to a child of a registered domestic partner. (Family Code 297.5)

Whenever possible, employees shall request personal leaves in advance and prepare suitable lesson plans or instructions for a substitute employee.

(cf. 4121 - Temporary/Substitute Personnel)

Bereavement

Employees are entitled to three days of paid leave of absence, or five days if travel of more than 200 miles round trip is required on account of the death of any member of the employee's immediate family. This leave shall not be deducted from sick leave. (Education Code 44985, 45194)

1. The Governing Board shall require the use of Bereavement Leave before Personal Necessity Leave days are used for purposes used in this paragraph
2. Members of the immediate family include: (Education Code 44985, 45194)
 - A. The mother, father, grandmother, grandfather, or grandchild of the employee or of the employee's spouse
 - B. The employee's spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister
 - C. Any relative living in the employee's immediate household

At the employee's request, bereavement leave may be extended under personal necessity leave provisions as provided below. (Education Code 44981, 45207)

AR 4161.2 (b)
4261.2
4361.2

(cf. 4161/4261/4361 - Leaves)

Personal Necessity

Employees may use up to seven days of their accrued sick leave during each contract year for reasons of personal necessity. (Education Code 44981, 45207)

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)
(cf. 4261.1 - Personal Illness/Injury Leave)

Acceptable reasons for the use of personal necessity leave include (certificated and classified employees):

1. Death of a member of the employee's immediate family when the number of days of absence exceeds the limits set by bereavement leave provisions (Education Code 44981, 45207)
2. An accident involving the employee's person or property or the person or property of a member of the employee's immediate family (Education Code 44981, 45207)

~~***Note: Education Code 44981 provides that a certificated employee may use personal necessity leave for the serious illness of a member of his/her immediate family. The Board may extend these provisions to classified employees under the authority granted to the Board by Education Code 45207. Districts are cautioned to consult legal counsel regarding any interaction of Education Code provisions with Labor Code 233, 245.5, and 246.5, as amended by AB 1522 (Ch. 319, Statutes of 2014), which allow the use of sick leave for the need of the employee or his/her family member for the diagnosis, care, or treatment of an existing health condition or for preventive care and which expand the definition of "family member" to include a registered domestic partner, grandparent, and sibling. See AR 4161.1/4361.1 - Personal Illness/Injury Leave and AR 4261.1 - Personal Illness/Injury Leave.***~~

~~***Note: Also see AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave for federal and state provisions related to leaves for the birth, adoption, or foster placement of a new child; the care of a seriously ill child, parent, or spouse/registered domestic partner; or the employee's own serious health condition.***~~

3. **Illness, preventive care, or other need of a member of the employee's family, as defined in Labor Code 245.5 (Education Code 44981; Labor Code 246.5)**

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

- ~~4. A serious illness of a member of the certificated employee's immediate family, as identified in Bereavement Leave (Education Code 44981)~~
5. Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or other order (Education Code 45207)
5. A classified employee's appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or other order (Education Code 45207)
6. Fire, flood, or other immediate danger to the home of the employee
7. Personal business of a serious nature which the employee cannot disregard

Leave for personal necessity may be allowed for other reasons at the discretion of the State Administrator/Superintendent or designee. However, no such leave shall be granted for purposes of personal convenience, for the extension of a holiday or vacation, or for matters which can be taken care of outside of working hours. The State Administrator/Superintendent or designee shall have final discretion as to whether a request reflects personal necessity.

The employee shall request advance permission for personal necessity leave.

Advance permission shall not be required of any employee in any case involving the death of a member of the employee's immediate family, an accident involving the employee's person or property or the person or property of a member of his/her immediate family, or the serious illness of a member of the employee's immediate family. (Education Code 44981, 45207)

However, the employee shall notify the State Administrator/Superintendent or designee of the need for the leave as soon as practicable.

After any absence due to personal necessity, the employee shall verify the absence by submitting a completed and signed district absence form to his/her immediate supervisor.

After any absence due to personal necessity, the employee shall verify the absence by submitting a completed and signed district absence form to his/her immediate supervisor.

Legal Duties

An employee may take time off work in order to: (Labor Code 230)

1. Serve on an inquest jury or trial jury
2. Comply with a subpoena or other court order to appear as a witness

AR 4161.2 (d)
4261.2
4361.2

Notices, summons, and subpoenas for court appearances shall be submitted to the district office when requesting leave.

A classified employee called for jury duty shall be granted leave with pay up to the amount of the difference between his/her regular earnings and any amount received for jury fees. (Education Code 44037)

A certificated employee also shall be granted leave for jury duty with pay up to the amount of the difference between his/her regular earnings and any amount received for jury fees.

Employees shall be granted leave to appear in court as witnesses other than litigants or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee. Such employees shall receive pay up to the amount of the difference between the employee's regular earnings and any amount received for witness fees.

Leaves for Crime Victims

An employee may be absent from work in order to attend judicial proceedings related to a crime when he/she is a victim, or an immediate family member, registered domestic partner, or child of a registered domestic partner of a victim, of any of the following crimes: (Labor Code 230.2)

1. A violent felony as defined in Penal Code 667.5(c)
2. A serious felony as defined in Penal Code 1192.7(c)
3. A felony provision of law proscribing theft or embezzlement

For these purposes, the employee may use vacation, personal leave, personal illness/injury leave, unpaid leave, or compensatory time off that is otherwise available to the employee. (Labor Code 230.2)

Prior to taking time off, an employee shall give his/her supervisor a copy of the notice of each scheduled proceeding that is provided by the responsible agency, unless advance notice is not feasible. When advance notice is not feasible or an unscheduled absence occurs, the employee shall, within a reasonable time after the absence, provide documentation evidencing the judicial proceeding from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on behalf of the victim. (Labor Code 230.2)

The district shall keep confidential any records pertaining to the employee's absence from work by reason of this leave. (Labor Code 230.2)

Leaves for Victims of Domestic Violence, Sexual Assault and Stalking

An employee who is a victim of domestic violence, sexual assault, or stalking as defined by law may use vacation, sick leave, personal leave, or compensatory time off that is otherwise available to him/her under the terms of his/her employment to attend to the following activities: (Labor Code 230, 230.1, 246.5)

1. Obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the employee or his/her child
2. Seek medical attention for injuries caused by domestic violence, sexual assault, or stalking
3. Obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking
4. Obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking
5. Participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation

Prior to taking time off, an employee shall give reasonable notice to his/her supervisor, unless advance notice is not feasible. When an unscheduled absence occurs, the employee shall provide, within a reasonable period of time, certification of the absence in the form of any of the following: (Labor Code 230, 230.1)

1. A police report indicating that the employee was a victim of domestic violence, sexual assault, or stalking
2. A court order protecting or separating the employee from the perpetrator of an act of domestic violence, sexual assault, or stalking, or other evidence from the court or prosecuting attorney that the employee has appeared in court
3. Documentation from a domestic violence or sexual assault counselor as defined in Evidence Code 1037.1 or 1035.2, licensed medical professional or health care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence, sexual assault, or stalking

The district shall maintain the confidentiality of such an employee to the extent authorized by law. (Labor Code 230, 230.1)

Personal Leave for a Child's School Activities

~~Any employee who is a parent/guardian, or grandparent having custody of one or more children who are enrolled in grades K-12, or who attend a licensed day care facility, may use up to 40 hours of personal leave, vacation, or compensatory time off each school year in order to participate in school or day care activities. Such leave shall not exceed eight hours in any month of the year, and the employee shall give reasonable advance notice of the absence. (Labor Code 230.8)~~

~~(cf. 1240 - Volunteer Assistance)~~

~~In lieu of using vacation, personal leave, or compensatory time off, eligible employees giving reasonable advance notice may take up to 40 hours without pay each school year for this purpose, not to exceed eight hours in any month.~~

~~If both parents/guardians of a child are employed at the same work site, this leave shall be allowed for the first parent/guardian who applies. Simultaneous absence by the second parent may be granted by the State Administrator/Superintendent or designee. (Labor Code 230.8)~~

~~Upon request by the State Administrator/Superintendent or designee, the employee shall provide documentation from the school or licensed day care facility that he/she participated in school or licensed day care facility activities on a specific date and at a particular time. (Labor Code 230.8)~~

~~***Note: Pursuant to Labor Code 230.8, the following section applies to any district employing 25 or more employees at the same location. A district with fewer than 25 employees at the same location may use or delete this section at its discretion. SB 579 (Ch. 802, Statutes of 2015) amended Labor Code 230.8 to expand the purposes of leave for child related activities to include enrolling or reenrolling a child in a school or with a licensed child care provider and addressing a school or child care emergency, as defined.***~~

~~***Note: Pursuant to Labor Code 230.8, an employee who is discharged, threatened with discharge, demoted, suspended, or otherwise discriminated against for using the leave is entitled to reinstatement and reimbursement for lost wages and benefits, and an employer who willfully refuses to rehire, promote, or otherwise reinstate such an employee is subject to a civil penalty equal to three times the amount of the lost wages and benefits.***~~

Any employee who is a parent/guardian of one or more children of an age to attend any of grades K-12 or a program offered by a licensed child care provider may use up to 40 hours of personal leave, vacation, or compensatory time off each school year in order to: (Labor Code 230.8)

1. Find, enroll, or reenroll his/her child in a school or with a licensed child care provider or to participate in activities of the school or child care provider, provided the

employee gives reasonable advance notice of the absence. Time off for this purpose shall not exceed eight hours in any calendar month.

2. Address a school or child care emergency, provided the employee gives notice. An emergency exists when the child cannot remain in school or with a child care provider due to one of the following circumstances:

- a. A request by the school or child care provider that the child be picked up
- b. An attendance policy, excluding planned holidays, that prohibits the child from attending or requires that the child be picked up from the school or child care provider
- c. Behavioral or discipline problems
- d. Closure or unexpected unavailability of the school or child care provider, excluding planned holidays
- e. A natural disaster, including, but not limited to, fire, earthquake, or flood

(cf. 5148 - Child Care and Development)

~~***Note: SB 579 (Ch. 802, Statutes of 2015) amended Labor Code 230.8 to expand the definition of "parent" to add a stepparent, foster parent, or person who stands in loco parentis to the child.***~~

For purposes of this leave, parent/guardian includes a parent, guardian, stepparent, foster parent, grandparent, or person who stands in loco parentis to a child. (Labor Code 230.8)

~~***Note: Labor Code 230.8 provides that the employee may use time off without pay to the extent the district makes it available. The following optional paragraph may be revised to reflect district practice.***~~

In lieu of using vacation, personal leave, or compensatory time off, eligible employees may take unpaid leave for this purpose.

If two or more parent/guardian of a child are employed at the same work site, this leave shall be allowed for the parent/guardian who first gives notice to the district. Simultaneous absence by another parent/guardian of the child may be granted by the Superintendent or designee. (Labor Code 230.8)

Upon request by the Superintendent or designee, the employee shall provide

AR 4161.2 (h)
4261.2
4361.2

documentation from the school or licensed child care provider that he/she engaged in permitted child-related activities on a specific date and at a particular time. (Labor Code 230.8)

Legal and Civic Duties

Employees shall be granted leave with pay to appear in court as jurors and may be granted leave to appear in court as witnesses other than litigants. (Education Code 44037)

Employees shall turn over to the district any jury or witness fees received. (Education Code 44036)

Notices, summons and subpoenas for court appearances shall be submitted to the district office when requesting leave.

Employees shall be granted up to 20 days of paid leave per year for service performed within the state on any boards, commissions, committees or groups authorized by Education Code 44987.3, provided that the service is in the state of California, the organization informs the district in writing of the service and the organization reimburses the district, upon the district's request, for compensation paid to the employee's substitute and to actual related administrative costs. (Education Code 44987.3)

Religious Leave

The State Administrator/Superintendent or designee may grant employees up to three days of leave per year for religious purposes, provided that the leave is requested in advance and that it does not cause additional district expenditures, the neglect of assigned duties, or any other unreasonable hardship on the district. .

The State Administrator/Superintendent or designee shall deduct the cost of a substitute, when required, from the wages of the employee who takes religious leave.

No employee shall be discriminated against for using this leave or any additional days of unpaid leave granted for religious observances at the discretion of the State Administrator/Superintendent or designee.

Spouse on Leave from Military Deployment

An employee who works an average of 20 hours or more per week and whose spouse is a member of the United States Armed Forces, National Guard, or reserves may take up to 10 days of unpaid leave during a period that his/her spouse is on leave from deployment during a military conflict, as defined in Military and Veterans Code 395.10. (Military and Veterans Code 395.10)

Within two business days of receiving official notice that his/her spouse will be on leave from deployment, the employee shall provide the State Administrator/Superintendent or designee with notice of his/her intention to take the leave. The employee shall submit written documentation certifying that his/her spouse will be on leave from deployment during the time that the leave is requested. (Military and Veterans Code 395.10)

Service on Education Boards and Committees

Upon request, a certificated employee shall be granted up to 20 school days of paid leave per school year for service performed within the state on any education board, commission, committee, or group authorized by Education Code 44987.3 provided that all of the following conditions are met: (Education Code 44987.3)

1. The service is performed within the state.
2. The board, commission, organization, or group informs the district in writing of the service.
3. The board, commission, organization, or group agrees, prior to the service, to reimburse the district, upon the district's request, for compensation paid to the employee's substitute and for actual related administrative costs.

Employee Organization Activities

Upon request, any certificated or classified employee shall be granted a leave of absence without loss of compensation to serve as an elected officer of a district employee organization or any statewide or national employee organization with which the employee organization is affiliated. The leave shall include, but is not limited to, absence for purposes of attending periodic, stated, special, or regular meetings of the body of the organization. (Education Code 44987, 45210)

(cf. 4140/4240/4340 - Bargaining Units)

(cf. 4143/4243 - Negotiations)

Upon request of an employee organization in the district or its state or national affiliate, a reasonable number of unelected classified employees shall be granted a leave of absence without loss of compensation for the purpose of attending important organizational activities authorized by the organization. The employee organization shall provide reasonable notification to the State Administrator/Superintendent or designee when requesting a leave of absence for employees for this purpose. (Education Code 45210)

When leave is granted for any of the above purposes, the employee organization shall reimburse the district within 10 days after receiving the district's certification of payment of compensation

to the employee. (Education Code 44987, 45210)

Leave for Emergency Duty

An employee may take time off to perform emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel. (Labor Code 230.3)

An employee who is a volunteer firefighter shall be permitted to take temporary leaves of absence, not to exceed an aggregate total of 14 days per calendar year, for the purpose of engaging in fire or law enforcement training. (Labor Code 230.4)

Civil Air Patrol Leave

An employee may take up to 10 days of unpaid leave per calendar year, beyond any leave otherwise available to him/her, to respond to an emergency operational mission of the California Civil Air Patrol, provided that the employee has been employed by the district for at least a 90-day period immediately preceding the leave. Such leaves shall not exceed three days for a single mission, unless an extension is granted by the governmental entity authorizing the mission and is approved by the State Administrator/Superintendent or designee. (Labor Code 1501, 1503)

The employee shall give the district as much advance notice as possible of the intended dates of the leave. The State Administrator/Superintendent or designee may require certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave and may deny the leave if the employee fails to provide the required certification. (Labor Code 1503)

Legal Reference:

EDUCATION CODE

- ~~44036-44037~~ Leaves of absence for judicial and official appearances
- ~~44963~~ Power to grant leaves of absence (certificated)
- ~~44981~~ Leave of absence for personal necessity (certificated)
- ~~44985~~ Leave of absence due to death in immediate family (certificated)
- ~~44987~~ Service as officer of employee organization (certificated)
- ~~44987.3~~ Leave of absence to serve on certain boards, commissions, etc.
- ~~45190~~ Leaves of absence and vacations (classified)
- ~~45194~~ Bereavement leave of absence (classified)
- ~~45198~~ Effect of provisions authorizing leaves of absence
- ~~45207~~ Personal necessity (classified)
- ~~45210~~ Service as officer of employee organization (classified)
- ~~45240-45320~~ Merit system, classified employees

EVIDENCE CODE

- ~~1035.2~~ Sex assault counselor; definition
- ~~1037.1~~ Domestic violence counselor; definition

AR 4161.2 (k)
4261.2
4361.2

~~FAMILY CODE~~

~~297-297.5 Registered domestic partner rights, protections, and benefits~~

~~GOVERNMENT CODE~~

~~3543.1 Release time for representatives of employee organizations~~

~~12945.1-12945.2 California Family Rights Act~~

~~LABOR CODE~~

~~230-230.2 Leave for victims of domestic violence, sexual assault, or specified felonies~~

~~230.3 Leave for emergency personnel~~

~~230.4 Leave for volunteer firefighters~~

~~230.8 Leave to visit child's school~~

~~233 Illness of child, parent, spouse, domestic partner or domestic partner's child~~

~~234 Absence control policy~~

~~246.5 Paid sick days, purposes for use~~

~~1500-1507 Civil Air Patrol leave~~

~~MILITARY AND VETERANS CODE~~

~~395.10 Leave when spouse on leave from military deployment~~

~~PENAL CODE~~

~~667.5 Violent felony, defined~~

~~1192.7 Serious felony, defined~~

~~CALIFORNIA CONSTITUTION~~

~~Article 1, Section 8 Religious discrimination~~

~~UNITED STATES CODE, TITLE 29~~

~~2601-2654 Family and Medical Leave Act~~

~~UNITED STATES CODE, TITLE 42~~

~~2000d-2000d-7 Title VII, Civil Rights Act of 1964~~

~~COURT DECISIONS~~

~~Rankin v. Commission on Professional Competence, (1988) 24 Cal.3d 167~~

~~PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS~~

~~Berkeley Council of Classified Employees v. Berkeley Unified School District, (2008) PERB Decision No. 1954~~

~~Management Resources:~~

~~WEB SITES~~

~~California Federation of Teachers: <http://www.cft.org>~~

~~California School Employees Association: <http://www.csea.com>~~

~~California Teachers Association: <http://www.cta.org>~~

~~Public Employment Relations Board: <http://www.perb.ca.gov>~~

~~(3/10-11/12) 12/14~~

Legal Reference:

EDUCATION CODE

44036-44037 Leaves of absence for judicial and official appearances
44963 Power to grant leaves of absence (certificated)
44981 Leave of absence for personal necessity (certificated)
44985 Leave of absence due to death in immediate family (certificated)
44987 Service as officer of employee organization (certificated)
44987.3 Leave of absence to serve on certain boards, commissions, etc.
45190 Leaves of absence and vacations (classified)
45194 Bereavement leave of absence (classified)
45198 Effect of provisions authorizing leaves of absence
45207 Personal necessity (classified)
45210 Service as officer of employee organization (classified)
45240-45320 Merit system, classified employees

EVIDENCE CODE

1035.2 Sex assault counselor; definition
1037.1 Domestic violence counselor; definition

FAMILY CODE

297-297.5 Registered domestic partner rights, protections, and benefits

GOVERNMENT CODE

3543.1 Release time for representatives of employee organizations
12945.1-12945.2 California Family Rights Act

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230-230.2 Leave for victims of domestic violence, sexual assault, or specified felonies
230.3 Leave for emergency personnel
230.4 Leave for volunteer firefighters
230.8 Leave to visit child's school
233 Illness of child, parent, spouse, domestic partner or domestic partner's child
234 Absence control policy
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MILITARY AND VETERANS CODE

395.10 Leave when spouse on leave from military deployment

PENAL CODE

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CALIFORNIA CONSTITUTION

Article 1, Section 8 Religious discrimination

UNITED STATES CODE, TITLE 29

2601-2654 Family and Medical Leave Act

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VII, Civil Rights Act of 1964

COURT DECISIONS

AR 4161.2 (m)
4261.2
4361.2

Rankin v. Commission on Professional Competence, (1988) 24 Cal.3d 167
PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS
Berkeley Council of Classified Employees v. Berkeley Unified School District, (2008) PERB
Decision No. 1954

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Public Employment Relations Board: <http://www.perb.ca.gov>

(11/12 12/14) 3/16

Regulation: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: April 20, 2016

Adopted:

King City, California

Personnel

~~Classified employees employed five days a week, 12 months per year are entitled to 12 days leave of absence with full pay per fiscal year for personal illness or injury (sick leave). Employees who work less than a full fiscal year or fewer than five days a week (part time employees) shall be granted sick leave in proportion to the time they work. (cf. 4161/4261/4361—Leaves)~~

Personal Illness/Injury Leave

Purposes of Leave

~~A classified employee may use personal illness or injury leave granted by the district for the following purposes:~~

- ~~1. Absences caused by accident or illness, whether or not the absence arises out of or in the course of employment, or by quarantine which results from contact during the performance of the employee's duties with other persons having a contagious disease (Education Code 45199)~~
- ~~2. Absences due to pregnancy, childbirth, and recovery (Education Code 45193)~~

~~(cf. 4161.8/4261.8/4361.8—Family Care and Medical Leave)~~

- ~~3. Cases of personal necessity as specified in Education Code 45207~~

~~(cf. 4161.2/4261.2/4361.2—Personal Leaves)~~

- ~~4. Medical or dental appointments, in increments of not less than one hour~~

- ~~5. Cases of industrial accident or illness when leave granted specifically for that purpose has been exhausted (Education Code 45192)~~

~~(cf. 4261.11—Industrial Accident/Illness Leave)~~

- ~~6. Illness of the employee's child, parent, spouse, registered domestic partner, or domestic partner's child, up to the amount of leave that would be accrued during six months for personal illness or injury (Labor Code 233)~~

~~Classified employees employed five days a week, 12 months per year are entitled to 12 days leave of absence with full pay per fiscal year for personal illness or injury (sick leave). Employees who work less than a full fiscal year or fewer than five days a week (part time employees) shall be granted sick leave in proportion to the time they work (cf. 4161/4261/4361—Leaves)~~

~~The State Administrator/Superintendent or designee shall notify any classified employee whose employment with the district is terminated after at least one calendar year for reasons other than for cause that, if he/she accepts employment in another district, county office of education, or community college district within one year of the termination of employment, he/she shall be entitled to request that the district transfer his/her accumulated sick leave to his/her new employer. (Education Code 45202)~~

~~***Note: The following administrative regulation is subject to collective bargaining. Twelve days of paid personal illness or injury leave (sick leave) per year is the minimum prescribed by Education Code 45191 for classified employees employed five days a week in both merit and non-merit system districts. The Governing Board may allow more sick leave at its discretion; if it does so, the following paragraph should be revised accordingly.***~~

~~***Note: Labor Code 245-249 (the Healthy Workplaces, Healthy Families Act), as added by AB 1522 (Ch. 317, Statutes of 2014), require districts to grant a minimum of one hour of paid sick leave for every 30 hours worked to their employees who work for 30 days within a year of their employment, including classified employees. Pursuant to Labor Code 246, as amended by AB 304 (Ch. 67, Statutes of 2015), a district may use a different sick leave accrual method which provides for the accrual to be on a regular basis so that an employee accrues at least 24 hours of sick leave or paid time off by the 120th calendar day of his/her employment or each calendar year or 12-month period. Additional requirements of Labor Code 245-249 include, but are not limited to, display of a poster containing specified information at every workplace, provision of each employee's sick leave balance on his/her wage statements, and maintenance of leave usage documentation for three years.***~~

~~***Note: The provisions of Labor Code 245-249 are very broad and only district employees covered by a valid collective bargaining agreement may be exempted from them, if the collective bargaining agreement expressly provides paid sick leave in an amount equal to or exceeding the amount of leave required pursuant to Labor Code 246, includes final and binding arbitration of disputes regarding the application of the paid sick days provisions, and provides premium wage rates for all overtime hours worked and a regular hourly rate of pay of not less than 30 percent more than the state minimum wage rate. Since many districts may not satisfy all the conditions for this exemption, this administrative regulation reflects the requirements of Labor Code 245-249. Any district whose collective bargaining agreement meets all the conditions for exemption may modify this administrative regulation accordingly.***~~

~~***Note: See sections titled "Short Term and Substitute Employees" and "Healthy Workplaces, Healthy Families Act Requirements" below for more details of AB 1522 requirements. For sick leave for certificated employees, see AR 4161.1/4361.1 Personal Illness/Injury Leave.***~~

Classified employees employed five days a week are entitled to 12 days leave of absence with full pay for personal illness or injury (sick leave) per fiscal year. Employees who work less than a full fiscal year or fewer than five days a week (part-time employees) shall be granted sick leave in proportion to the time they work. However, any part-time employee

whose work hours are so few as to entitle him/her to less than 24 hours of paid sick leave per fiscal year shall be granted sick leave pursuant to Labor Code 246, if he/she is eligible. (Education Code 45191; Labor Code 245-249)

(cf. 4161/4261/4361 - Leaves)

Use of Sick Leave

A classified employee may use sick leave for absences due to:

1. Accident or illness, whether or not the absence arises out of or in the course of employment, or by quarantine which results from contact with other persons having a contagious disease during the employee's performance of his/her duties (Education Code 45199)

2. Pregnancy, childbirth, and recovery (Education Code 45193)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

3. Personal necessity as specified in Education Code 45207

(cf. 4161.2/4261.2/4361.2 - Personal Leaves)

~~***Note: Optional item #4 below may be revised to specify a different minimum increment.***~~

4. Medical or dental appointments, in increments of not less than one hour

5. Industrial accident or illness when leave granted specifically for that purpose has been exhausted (Education Code 45192)

(cf. 4261.11 - Industrial Accident/Illness Leave)

~~***Note: Pursuant to Labor Code 246.5, as added by AB 1522 (Ch. 317, Statutes of 2014), paid sick leave may also be used for the purposes specified in item #6 below.***~~

~~***Note: Pursuant to Labor Code 233, as amended by SB 579 (Ch. 802, Statutes of 2015), any district that provides sick leave to its employees is required to permit them to use sick leave, in an amount not less than the sick leave that would be accrued during six months at the employee's then current rate of entitlement, to attend to the illness of their family members as specified in item #6 below. Family members include, but are not limited to, an employee's grandparent, grandchild, and sibling, not just his/her child, parent, spouse, or domestic partner. In addition, the law defines child as a "biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis."***~~

~~***Note: For more details of AB 1522 requirements, see sections titled "Short Term and Substitute Employees" and "Healthy Workplaces, Healthy Families Act Requirements" below. For additional information about leaves for victims of domestic violence, sexual assault, or stalking, see AR 4161.2/4261.2/4361.2 Personal Leaves.***~~

6. In any calendar year, an employee may use the amount of sick leave he/she would accrue during six months at his/her current rate of entitlement for the following: (Labor Code 233, 245.5, 246.5)

a. Need of the employee or his/her family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care

b. Need of the employee to seek or obtain any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or his/her child, when the employee has been a victim of domestic violence, sexual assault, or stalking

An employee may take leave for personal illness or injury at any time during the year, even if credit for such leave has not yet been accrued. However, a new full-time classified employee shall not be entitled to more than six days of sick leave until he/she has completed six months of active service with the district. (Education Code 45191)

Unused days of sick leave shall be accumulated from year to year without limitation. (Education Code 45191)

~~***Note: The following paragraph is optional.***~~

An employee shall reimburse the district for any unearned sick leave used as of the date of his/her termination.

The district shall not require newly employed classified employees to waive leave accumulated in a previous district. However, if the employee's previous employment was terminated for cause, the transfer of the accumulated leave shall be made only if approved by the Governing Board. (Education Code 45202)

~~***Note: Pursuant to Education Code 45202, a classified employee who is terminated after at least one year of employment for any reason unrelated to discipline is entitled to have his/her accumulated sick leave transferred with him/her in certain circumstances. The following paragraph, which provides for the notification of employees as a way to implement this provision, is optional and may be revised to reflect district practice.***~~

The Superintendent or designee shall notify any classified employee whose employment with the district is terminated after at least one calendar year for reasons other than for cause that, if he/she accepts employment in another district, county office of education, or community college district within one year of the termination of employment, he/she shall

be entitled to request that the district transfer his/her accumulated sick leave to his/her new employer. (Education Code 45202)

Notification of Absence

~~An employee shall notify the State Administrator/Superintendent or the designated manager or supervisor of his/her need to be absent as soon as such need is known so that the services of a substitute may be secured as necessary. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district not later than 3 p.m. of the day proceeding the day on which he/she intends to return to work.~~

An employee shall notify the Superintendent or the designated manager or supervisor of his/her need to be absent as soon as such need is known so that the services of a substitute may be secured as necessary. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district not later than three o'clock in the afternoon of the day preceding the day on which he/she intends to return to work. If the employee fails to notify the district and the failure results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.

Continued Absence After Available Sick Leave Is Exhausted/Differential Pay

~~***Note: Pursuant to Education Code 45196, a district is authorized to pay any employee who has exhausted his/her paid leaves his/her salary minus the actual pay received by a substitute for the remainder of a five-month absence to which the employee is entitled (Option 1 below). Alternatively, such an employee may be compensated at 50 percent or more of his/her salary for up to 100 working days, regardless of whether or not a substitute is hired (Option 2 below).***~~

~~***Note: Districts that maintain a catastrophic leave program for their classified employees should specify how the program will affect the differential leave pay to which the employee may be entitled.***~~

OPTION 1:

~~***Note: In 53 Ops. Cal. Atty. Gen. 111 (1970), the Attorney General clarified that a classified employee is entitled to a total period of five months, commencing with the first day of illness, during which the amount deducted from his/her salary may not exceed the sum which is actually paid a substitute. This five-month period runs concurrently with any other paid leave. After the employee has exhausted all paid leaves, he/she is entitled to differential pay for the balance of the five-month period.***~~

~~***Note: In California School Employees Association v. Tustin Unified School District, the court ruled that a district could deduct from the absent employee's salary only the cost of an outside substitute employee, not the cost of existing classified employee(s) working additional hours to fill the position during the absence.***~~

~~***Note: Pursuant to Education Code 45196, the amount paid to a substitute must be less than the absent employee's salary unless the Board has adopted a salary schedule for substitutes.***~~

A classified employee who has exhausted all paid leaves, including sick leave, shall for the remainder of the five-month period of absence to which he/she is entitled, receive his/her salary minus the actual amount paid a substitute to fill the employee's position during his/her absence. (Education Code 45196)

The five-month period shall commence on the first day of the leave of absence and shall run concurrently with any other paid leave.

OPTION 2:

~~***Note: Education Code 45196 authorizes, but does not require, a district to annually credit regular classified employees with at least 100 working days of paid sick leave, and to compensate any such employee at 50 percent or more of the employee's regular salary for the remainder of the 100 working days after the employee has exhausted all leaves for which he/she would be entitled to a full salary. Any district that chooses this option is mandated to adopt a rule to that effect. Such districts should note that this option is exclusive of other paid leave, holidays, or vacation. In California School Employees Association v. Colton Joint Unified School District, the court ruled that the district's practice of coordinating or combining vacation with the 100 days differential leave contradicts the express provision of Education Code 45196.***~~

~~***Note: The following paragraph may be revised to specify more than 100 working days and/or the level of compensation the district will pay an employee, if it chooses to pay more than 50 percent of the employee's salary.***~~

~~Each year, each regular classified employee shall be credited with no fewer than 100 working days of paid leave for personal illness or injury, including current year and accumulated days of leave. When the current year and accumulated days at full pay are exhausted, the remainder of the 100 days shall be compensated at 50 percent of the employee's regular salary. Any of the 100 days of leave not used during the year in which they are credited shall be forfeited and shall not accumulate from year to year. This paid leave shall be exclusive of any other paid leave, holidays, vacation, or compensatory time to which the employee may be entitled. (Education Code 45196)~~

Extension of Leave

~~***Note: Pursuant to Education Code 45195, the following extension of leave may be either~~

~~paid or unpaid, and the Board may grant full pay for the full 18 months' allowable absence, if desired.***~~

A permanent employee who is absent because of a personal illness or injury and who has exhausted all available sick leave, vacation, compensatory overtime, and any other paid leave shall be so notified, in writing, and offered an opportunity to request additional leave. The Board may grant the employee additional leave, paid or unpaid, for a period not to exceed six months and may renew this leave for two additional six-month periods or for lesser periods. The total additional leave granted shall not exceed 18 months. (Education Code 45195)

(cf. 4216 - Probationary/Permanent Status)

If the employee is still unable to resume his/her duties after all available paid and unpaid leaves have been exhausted, the employee shall be placed on a reemployment list for a period of 39 months. If during this time the employee becomes able to resume the duties of his/her position, he/she shall be offered reemployment in the first vacancy in the classification of his/her previous assignment. During the 39 months, the employee's reemployment shall take preference over all other applicants except those laid off for lack of work or lack of funds, in which case the employee shall be ranked according to his/her seniority. (Education Code 45195)

Verification Requirements

After any absence due to illness or injury, the employee shall submit a completed and signed district absence form to his/her immediate supervisor.

The State Administrator/Superintendent or designee may, at any time, require additional written verification by the employee's physician or medical practitioner. Such verification shall be required whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever clear evidence indicates that an absence is not related to illness or injury.

The State Administrator/Superintendent or designee may require an employee to visit a physician selected by the district and at district expense in order to receive a statement as to the employee's need for further leave of absence and a prognosis as to when the employee will be able to return to work. If the statement concludes that the employee's condition does not warrant continued absence, the State Administrator/Superintendent or designee, after giving notice to the employee, may deny further leave.

Any district request for additional verification by an employee's physician or a district-selected physician shall be in writing and shall specify that the report to be submitted to the district

should not contain the employee's genetic information.

Any genetic information received by the district on behalf of an employee shall be treated as a confidential medical record, maintained in a file separate from the employee's personnel file, and shall not be disclosed except in accordance with 29 CFR 1635.9.

Before returning to work, an employee who has been absent for surgery, hospitalization, or extended medical treatment may be asked to submit a letter from his/her physician stating that he/she is able to return and stipulating any recommended restrictions or limitations.

(cf. 4032 - Reasonable Accommodation)
(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)

Verification requirements shall not discriminate against any employee on the basis of his/her religious practice.

(cf. 4030 - Nondiscrimination in Employment)
(cf. 4031 - Complaints Concerning Discrimination in Employment)

Short-Term and Substitute Employees

~~***Note: Pursuant to Labor Code 245-249, as added by AB 1522 (Ch. 317, Statutes of 2014), the district is required to grant a minimum of one hour of paid sick leave for every 30 hours worked by an employee who works for 30 days within a year of his/her employment. In implementing this requirement, Labor Code 246, as amended by AB 304 (Ch. 67, Statutes of 2015), permits the district to use any of the options specified below. Option 1 provides for paid leave accrual based on one hour for every 30 hours worked. Option 2 allows an accrual method that provides for a regular accrual basis and ensures that the employee receives 24 hours of paid sick leave by the 120th calendar day of his/her employment. Option 3 is for any district that credits employees with 24 hours of paid sick leave at the beginning of each year and does not allow unused sick leave to carry over to the next year. In addition, pursuant to Labor Code 245.5, as amended by AB 304, retired annuitants who have not reinstated to the applicable public retirement system are excluded from participation in these leave benefit provisions. The district should select the option below which corresponds to its approach under Labor Code 246.***~~

~~***Note: See section below titled "Healthy Workplaces, Healthy Families Act Requirements" for additional details of AB 1522 requirements.***~~

~~OPTION 1: Except for a retired annuitant who is not reinstated to the retirement system, any short term or substitute employee who works for 30 or more days within a year of his/her employment shall be entitled to one hour of paid sick leave for every 30 hours worked. Accrued paid sick days shall carry over to the following year of employment, up to a maximum of 48 hours. (Labor Code 246)~~

~~OPTION 2: Except for a retired annuitant who is not reinstated to the retirement system, any short-term or substitute employee who works for 30 or more days within a year of his/her employment shall accrue, on a regular basis, paid sick leave of up to 24 hours by the 120th calendar day of his/her employment or each calendar year or 12-month period. Accrued paid sick days shall carry over to the following year of employment, up to a maximum of 48 hours. (Labor Code 246)~~

OPTION 3: Except for a retired annuitant who is not reinstated to the retirement system, any short-term or substitute employee who works for 30 or more days within a year of his/her employment shall be credited with 24 hours of paid sick leave for that year. Unused sick leave shall not carry over to the following year of employment. (Labor Code 246)

~~***Note: The following paragraph applies to all the above options.***~~

Any short-term or substitute employee may begin to use accrued paid sick days on the 90th day of his/her employment, after which he/she may use the sick days as they are accrued. (Labor Code 246)

~~***Note: The following paragraph applies to all of the above options and reflects the intent of the Healthy Workplaces, Healthy Families Act to enable California workers to address their own and their family's health needs and to provide them with economic security when they need to take time off work for reasons of domestic violence, sexual assault, or stalking. The following paragraph may be revised to include additional reasons for which short-term or substitute employees may use sick leave, pursuant to district policy or practice. Pursuant to Labor Code 247.5, as amended by AB 304 (Ch. 67, Statutes of 2015), a district is not required to inquire into the purposes for which an employee uses paid leave.***~~

**A short-term or substitute employee may use accrued sick leave for absences due to:
(Labor Code 246.5)**

- 1. His/her own need or the need of a family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care**
- 2. Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or his/her child, when the employee has been a victim of domestic violence, sexual assault, or stalking**

Healthy Workplaces, Healthy Families Act Requirements

~~***Note: Pursuant to Labor Code 245-249, as added by AB 1522 (Ch. 317, Statutes of 2014), all employers, including those that provide paid time off to their employees under existing policy or other law, must comply with the requirements specified in the following section. Pursuant to Labor Code 248.5, noncompliance with the Healthy Workplaces, Healthy Families Act could result in enforcement action against the employer, including the imposition of civil and monetary~~

~~penalties. Any district with questions regarding the applicability of this new law should consult its legal counsel.***~~

No employee, including a short-term or substitute employee, shall be denied the right to use accrued sick days and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249.

To ensure the district's compliance with Labor Code 245-249, the Superintendent or designee shall:

- 1. At a conspicuous location in each workplace, display a poster on paid sick leave that includes the following information:**
 - a. That an employee is entitled to accrue, request, and use paid sick days**
 - b. The amount of sick days provided by Labor Code 245-249**
 - c. The terms of use of paid sick days**
 - d. That discrimination or retaliation against an employee for requesting or using sick leave is prohibited by law and an employee has the right to file a complaint with the Labor Commissioner if the district discriminates or retaliates against him/her**
- 2. Provide at least 24 hours or three days of paid sick leave to each eligible employee to use per year and allow eligible employees to use accrued sick leave upon reasonable request**
- 3. Provide eligible employees written notice, on their pay stub or other document issued with their pay check, of the amount of paid sick leave they have available**

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

- 4. Keep a record documenting the hours worked and paid sick days accrued and used by each eligible employee for three years**

Legal Reference:

EDUCATION CODE

45103 Substitute employees

45190 Leaves of absence and vacations

45191 Leaves of absence for illness and injury

45193 Leave of absence for pregnancy (re use of sick leave under certain circumstances)

45195 Additional leave for nonindustrial accident or illness; reemployment preference

45196 Salary; deductions during sick leave

45202 Transfer of accumulated sick leave and other benefits

LABOR CODE

230 Jury duty; legal actions by domestic violence, sexual assault and stalking victims, right to time off

230.1 Employers with 25 or more employees; domestic violence, sexual assault and stalking victims, right to time off

233 Illness of child, parent, spouse or domestic partner

245-249 Healthy Workplaces, Healthy Families Act of 2014

COURT DECISIONS

California School Employees Association v. Colton Joint Unified School District, (2009) 170 Cal.App.4th 957

California School Employees Association v. Tustin Unified School District, (2007) 148 Cal.App.4th 510

ATTORNEY GENERAL OPINIONS

53 Ops.Cal.Atty.Gen. 111 (1970)

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Extension of Leave

~~A permanent employee who is absent because of a personal illness or injury and who has exhausted all available sick leave, vacation, compensatory overtime, and any other paid leave shall be so notified, in writing, and offered an opportunity to request additional leave. The Board may grant the employee additional leave, paid or unpaid, for a period not to exceed six months and may renew this leave for two additional six month periods or for lesser periods. The total additional leave granted shall not exceed 18 months. (Education Code 45195)~~

~~(cf. 4216 – Probationary/Permanent Status)~~

~~If the employee is still unable to resume his/her duties after all available paid and unpaid leaves have been exhausted, the employee shall be placed on a reemployment list for a period of 39 months. If during this time the employee becomes able to resume the duties of his/her position, he/she shall be offered reemployment in the first vacancy in the classification of his/her previous assignment. During the 39 months, the employee's reemployment shall take preference over all other applicants except those laid off for lack of work or lack of funds, in which case the employee shall be ranked according to his/her seniority. (Education Code 45195)~~

Accrual of Leave

Any classified employees employed five days a week is entitled to 12 days leave of absence, with full pay, for personal illness or injury per fiscal year. An employee who serves less than a

full fiscal year or fewer than five days a week shall be granted comparable leave in proportion to the time he/she works. (Education Code 45191)

(cf. 4161/4261/4361 - Leaves)

(cf. 4161.9/4261.9/4361.9 - Catastrophic Leave Program)

An employee may take leave for personal illness or injury at any time during the year, even if credit for such leave has not yet been accrued. However, a new employee shall not be entitled to more than six days of such leave until he/she has completed six months of active service with the district. (Education Code 45191)

Unused days of personal illness or injury leave shall be accumulated from year to year without limitation. (Education Code 45191)

At the beginning of each school year, each employee shall be notified of the amount of leave which he/she has accumulated.

Upon employment with the district, a new classified employee shall receive credit for any personal illness or injury leave accumulated in a previous school district, county office of education, or community college district if he/she left employment with that district within the previous year and had been employed by the previous district for at least one year. If the employee's previous employment had been terminated for cause, the Governing Board may determine whether to accept the transfer of the accumulated leave. (Education Code 45202)

An employee who does not complete a given year of service shall be charged for any unearned personal illness or injury leave used as of the date of termination.

Compensation

A classified employee who has exhausted all paid leave, including personal illness or injury leave shall receive his/her salary, minus the actual amount paid a substitute employed to fill the position during the employee's absence for the remaining days within a total five-month period of absence. (Education Code 45196) The five-month period shall commence on the first day of the leave of absence and shall run concurrently with any other paid leave.

Short Term and Substitute Employees

~~OPTION 3: Except for a retired annuitant who is not reinstated to the retirement system, any short term or substitute employee who works for 30 or more days within a year of his/her employment shall be credited with 24 hours of paid sick leave for that year. Unused sick leave shall not carry over to the following year of employment. (Labor Code 246)~~

~~Any short term or substitute employee may begin to use accrued paid sick days on the 90th day of his/her employment, after which he/she may use the sick days as they are accrued. (Labor Code 246)~~

~~Walk-on coaches shall have the 24 hours of paid sick leave required under AB 1522, incorporated into the annual coaching stipend.~~

~~A short-term or substitute employee may use accrued sick leave for absences due to: (Labor Code 246.5)~~

~~1. His/her own need or the need of a family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care~~

~~2. Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or his/her child, when the employee has been a victim of domestic violence, sexual assault, or stalking~~

~~Healthy Workplaces, Healthy Families Act Requirements~~

~~No employee, including a short-term or substitute employee, shall be denied the right to use accrued sick days and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249.~~

~~To ensure the district's compliance with Labor Code 245-249, the State Administrator/Superintendent or designee shall:~~

~~1. At a conspicuous location in each workplace, display a poster on paid sick leave that includes the following information:~~

~~a. That an employee is entitled to accrue, request, and use paid sick days~~

~~b. The amount of sick days provided by Labor Code 245-249~~

~~c. The terms of use of paid sick days~~

~~d. That discrimination or retaliation against an employee for requesting or using sick leave is prohibited by law and an employee has the right to file a complaint with the Labor Commissioner if the district discriminates or retaliates against him/her~~

~~2. Provide at least 24 hours or three days of paid sick leave to each eligible employee to use per year and allow eligible employees to use accrued sick leave upon reasonable request~~

~~3. Provide eligible employees written notice, on their pay stub or other document issued with their pay check, of the amount of paid sick leave they have available~~

~~(cf. 4112.9/4212.9/4312.9 Employee Notifications)~~

4. — ~~Keep a record documenting the hours worked and paid sick days accrued and used by each eligible employee for three years~~

Legal Reference:

EDUCATION CODE

45103 Substitute employees

45190 Leaves of absence and vacations

45191 Leaves of absence for illness and injury

45193 Leave of absence for pregnancy (re use of sick leave under certain circumstances)

45195 Additional leave for nonindustrial accident or illness; reemployment preference

45196 Salary; deductions during sick leave

45202 Transfer of accumulated sick leave and other benefits

LABOR CODE

230 Jury duty; legal actions by domestic violence, sexual assault and stalking victims, right to time off

230.1 Employers with 25 or more employees; domestic violence, sexual assault and stalking victims, right to time off

233 Illness of child, parent, spouse or domestic partner

245-249 Healthy Workplaces, Healthy Families Act of 2014

COURT DECISIONS

California School Employees Association v. Colton Joint Unified School District, (2009) 170 Cal.App.4th 957

California School Employees Association v. Tustin Unified School District, (2007) 148 Cal.App.4th 510

ATTORNEY GENERAL OPINIONS

53 Ops.Cal.Atty.Gen. 111 (1970)

(7/07 12/14) 12/15

Regulation SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: April 20, 2016

Adopted:

King City, California

Students

Married/Pregnant/Parenting Students

~~The Governing Board recognizes that early marriage, pregnancy or parenting may disrupt a student's education and increase the chance of a student dropping out of school. The Board therefore desires to provide instruction and services designed to assist in pregnancy prevention. The Board also desires to support male and female expectant and parenting students to attain strong academic and parenting skills and to promote the healthy development of their children.~~

~~(cf. 5147 - Dropout Prevention)~~

~~(cf. 5149 - At Risk Students)~~

~~(cf. 6011 - Academic Standards)~~

~~(cf. 6146.1 - High School Graduation Requirements)~~

~~(cf. 6146.11 - Alternative Credits Toward Graduation)~~

~~(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)~~

~~***Note: The following optional policy may be revised to reflect district practice.***~~

The Governing Board recognizes that early marriage, pregnancy, or parenting and related responsibilities may disrupt a student's education and increase the chance of a student dropping out of school. The Board therefore desires to support married, pregnant, and parenting students to continue their education, attain strong academic and parenting skills, and promote the healthy development of their children.

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5147 - Dropout Prevention)

(cf. 6011 - Academic Standards)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.11 - Alternative Credits Toward Graduation)

(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

(cf. 6164.5 - Student Success Teams)

Married, expectant and parenting students shall have the same educational and extracurricular opportunities as all students. Participation in special programs or schools shall be voluntary.

The district shall not discriminate against any student on the basis of the student's marital status, pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery. (Education Code 230; 20 USC 1681-1688)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 6145 - Extracurricular and Cocurricular Activities)

For school-related purposes, married students under the age of 18 are emancipated minors and have all the rights and privileges of students who are 18, even if the marriage has been dissolved. (Family Code 7002)

Any education program or activity, including any class or extracurricular activity, that is offered separately to such students shall be comparable to that offered to other district students. A student's participation in such programs shall be voluntary. (34 CFR 106.40)

(cf. 6142.7 - Physical Education and Activity)
(cf. 6145 - Extracurricular and Cocurricular Activities)

Any complaint of discrimination on the basis of pregnancy or marital or parental status shall be addressed through the district's uniform complaint procedures in accordance with 5 CCR 4600-4687 and BP/AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

For school-related purposes, a married student under the age of 18 years shall have all the rights and privileges of students who are 18 years old, even if the marriage has been dissolved.

(Family Code 7002)

The Superintendent or designee shall periodically report to the Board regarding the effectiveness of district strategies to support married, pregnant, and parenting students, which may include data on participation rates in district programs and services, academic achievement, school attendance, graduation rate, and/or student feedback on district programs and services.

(cf. 0500 - Accountability)
(cf. 6162.5 - Student Assessment)

Pregnant and Parenting Students

Pregnant and parenting students shall retain the right to participate in any comprehensive school or educational alternative program. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the student and/or his/her child.

(cf. 6158 - Independent Study)
(cf. 6181 - Alternative Schools/Programs of Choice)
(cf. 6184 - Continuation Education)
(cf. 6200 - Adult Education)

When necessary, the district shall provide reasonable accommodations to pregnant and parenting students to enable them to access the educational program. A pregnant student shall have access to any services available to other students with temporary disabilities or medical conditions. A lactating student shall have access to a private location, other than a restroom, to breastfeed or express milk for her infant child.

(cf. 6183 - Home and Hospital Instruction)

A student may be required, based on her pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery, to obtain certification from a physician indicating that she is physically and emotionally able to participate in an educational program or activity, if other students with physical or emotional conditions or temporary disabilities are required by the district to provide such certification. (34 CFR 106.40)

Education and Support Services for Pregnant and Parenting Students

Pregnant and parenting students shall retain the right to participate in any comprehensive school or educational alternative program. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the student and/or his/her child.

(cf. 6158 - Independent Study)

(cf. 6181 - Alternative Schools/Programs of Choice)

(cf. 6184 - Continuation Education)

(cf. 6200 - Adult Education)

~~***Note: Under federal law (34 CFR 106.40), districts cannot require a student to take a course or participate in a separate program or school for pregnant and parenting students; student participation must be voluntary and such programs or schools must be "comparable" to programs and schools offered to other students. State law (5 CCR 4950) requires that any separate educational programs, activities, and courses be "equal" to those that the students would have been in if they were participating in the regular program. The following paragraph reflects the state standard which is more stringent and thus would prevail.***~~

~~***Note: The California Women's Law Center, in Educational Rights of Pregnant and Parenting Teens: Title IX and California State Law Requirements, describes the difficulty in ensuring that alternative programs meet this standard and cites factors that districts should consider in comparisons between the alternative and regular education program. Such factors may include, but are not limited to, the educational benefits provided (i.e., quality, range, and content of curriculum and other services; quality and availability of instructional materials and technology); extracurricular offerings; staff qualifications; geographic accessibility; and the quality, accessibility, and availability of facilities and resources. Because of the difficulty in meeting this standard, the California Women's Law Center cautions that districts must ensure that pregnant students are not pushed or lured into alternative programs through either overt or subtle practices.***~~

Any education program or activity that is offered separately to pregnant students, including any class or extracurricular activity, shall be equal to that offered to other district students. A student's participation in such programs shall be voluntary. (5 CCR 4950)

**(cf. 6142.7 - Physical Education and Activity)
(cf. 6145 - Extracurricular and Cocurricular Activities)**

~~***Note: The following paragraph is for use by districts that require any student with a physical or emotional condition requiring a physician's care to provide the physician's certification that the student is able to participate in an educational program or extracurricular activity. Pursuant to 34 CFR 106.40, a physician's certification cannot be required for participation of a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery unless the district imposes the same requirement on students with other medical conditions or "temporary disabilities." Thus, the district cannot require a pregnant student to provide a physician's note to participate in physical education classes unless required of all students with temporary medical conditions, but a pregnant student who cannot accomplish the requirements of the regular physical education curriculum may be offered an alternative physical education curriculum.***~~

As required for other students with physical or emotional conditions or temporary disabilities, the Superintendent or designee may require a student, based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery, to obtain certification from a physician indicating that the student is physically and emotionally able to participate in an educational program or activity. (34 CFR 106.40)

Expectant and Parenting Students

The Board is committed to providing to expectant and parenting students and their children a comprehensive, continuous, community-linked program that reflects the cultural and linguistic diversity of the community.

The State Administrator/Superintendent or designee shall collaborate with the County Superintendent of Schools and other community agencies and organizations to ensure that appropriate educational and related support services are available to meet the needs of expectant and parenting students their children.

*(cf. 1020 - Youth Services)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*

Expectant and parenting students retain the right to participate in any comprehensive school or educational alternative programs. School placement and instructional strategies for participating students shall be based on the needs and learning styles of individual students. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the individual student and/or child. (Education Code 54745)

*(cf. 6158 - Independent Study)
(cf. 6183 - Home and Hospital Instruction)
(cf. 6184 - Continuation Education)
(cf. 6200 - Adult Education)*

In addition to providing a quality education program for expectant and parenting students, the district's program shall provide parenting education and life skills instruction, special school nutrition supplements for pregnant and lactating students, and a child care and development program on or near the school site for the children of enrolled students. The district's program may provide other support services authorized by Education Code 54746 as necessary to meet the needs of students and their children. (Education Code 54745)

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 5141.6 - School Health Services)
(cf. 5148 - Child Care and Development)
(cf. 5148.1 - Child Care Services for Parenting Students)
(cf. 6164.2 - Guidance/Counseling Services)

Pregnant or parenting students may be excused for absences related to confidential medical appointments in accordance with BP/AR 5113 - Absences and Excuses.

(cf. 5113 - Absences and Excuses)

The State Administrator/Superintendent or designee shall grant a student a leave of absence due to pregnancy, childbirth, false pregnancy, termination of pregnancy, and related recovery for as long as it is deemed medically necessary by her physician. At the conclusion of the leave, the student shall be reinstated to the status she held when the leave began. (34 CFR 106.40)

(cf. 5112.3 - Student Leave of Absence)

A pregnant or parenting student also may request exemption from attendance because of a related physical or mental condition or because of personal services that must be rendered to a dependent. (Education Code 48410)

(cf. 5112.1 - Exemptions from Attendance)

Pregnancy Prevention Program

The Superintendent or designee shall ensure that age-appropriate, culturally sensitive and community-sensitive instruction and services are available to assist in the prevention of pregnancy among minors. The district's program shall be based on strategies that have proven effective in delaying the onset of sexual activity and reducing the incidence of pregnancy among school-age youth. Instruction shall be consistent with the district's family life/sex education curriculum.

(cf. 5141.25 - Availability of Condoms)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6143 - Courses of Study)

Absences

~~***Note: The California Supreme Court (American Academy of Pediatrics et al v. Lungren et al) has clarified that students do not need parent/guardian consent before receiving confidential medical services. The Attorney General reached the same conclusion in 87 Ops.Cal.Atty.Gen. 168 (2004). See BP 5113—Absences and Excuses.***~~

Pregnant or parenting students may be excused for absences related to confidential medical appointments in accordance with BP/AR 5113 - Absences and Excuses.

(cf. 5113 - Absences and Excuses)

The Superintendent or designee shall grant a student a leave of absence due to pregnancy, childbirth, false pregnancy, termination of pregnancy, and related recovery for as long as it is deemed medically necessary by a physician. At the conclusion of the leave, the student shall be reinstated to the status held when the leave began. (34 CFR 106.40)

(cf. 5112.3 - Student Leave of Absence)

~~***Note: Education Code 48410 exempts from compulsory attendance in continuing education classes students who must render personal services to a dependent. The following paragraph allows parenting students in any district school to be absent for this reason and may be revised to reflect district practice.***~~

A parenting student may request exemption from attendance because of personal services that must be rendered to a dependent.

(cf. 5112.1 - Exemptions from Attendance)

Reasonable Accommodations

~~***Note: According to the USDOE pamphlet Supporting the Academic Success of Pregnant and Parenting Students under Title IX of the Education Amendments of 1972, when necessary to ensure a pregnant student's access to the educational program, the district must make adjustments to the regular program that are reasonable and responsive to the student's pregnancy status. Examples in the USDOE pamphlet include providing a larger desk, allowing frequent trips to the restroom, or permitting temporary access to elevators as necessary. Pursuant to 34 CFR 106.40, the school also must provide any services to pregnant students that it provides to other students with temporary medical conditions, such as at-home instruction or tutoring for students who miss school because of such medical conditions. The USDOE publication lists additional programs and strategies that, although not required by federal law, may assist in addressing the needs of pregnant and parenting students.***~~

When necessary, the district shall provide reasonable accommodations to pregnant and

parenting students to enable them to access the educational program.

**A pregnant student shall have access to any services available to other students with temporary disabilities or medical conditions. (34 CFR 106.40)
(cf. 6183 - Home and Hospital Instruction)**

~~***Note: Education Code 222, as added by AB 302 (Ch. 690, Statutes of 2015), requires a school to offer reasonable accommodations to a lactating student, as specified below, whenever there is at least one lactating student on the campus. Any complaint regarding noncompliance with these provisions may be addressed through the district's uniform complaint procedures; see section "Complaints" below.***~~

~~***Note: For information about accommodations required to be provided to employees, see BP 4033 - Lactation Accommodations.***~~

The school shall provide reasonable accommodations to any lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. A student shall not incur an academic penalty for using any of these reasonable accommodations, and shall be provided the opportunity to make up any work missed due to such use. Reasonable accommodations include, but are not limited to: (Education Code 222)

- 1. Access to a private and secure room, other than a restroom, to express breast milk or breastfeed an infant child**
- 2. Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk**
- 3. Access to a power source for a breast pump or any other equipment used to express breast milk**
- 4. Access to a place to store expressed breast milk safely**
- 5. A reasonable amount of time to accommodate the student's need to express breast milk or breastfeed an infant child**

Complaints

Any complaint of discrimination on the basis of pregnancy or marital or parental status shall be addressed through the district's uniform complaint procedures in accordance with 5 CCR 4600-4687 and BP/AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

~~***Note: Education Code 222, as added by AB 302 (Ch. 690, Statutes of 2015), authorizes the use of uniform complaint procedures for any complaint that the district has not complied with requirements to reasonably accommodate a lactating student's needs related to breastfeeding. See section "Reasonable Accommodations" above for related requirements.***~~

Any complaint alleging district noncompliance with the requirements to provide reasonable accommodations for lactating students also may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures. A complainant who is not satisfied with the district's decision may appeal the decision to the California Department of Education (CDE). If the district or the CDE finds merit in an appeal, the district shall provide a remedy to the affected student. (Education Code 222; 5 CCR 4600-4687)

Program Evaluation

The Superintendent or designee shall periodically report to the Board regarding the effectiveness of district strategies to support married, pregnant, and parenting students, which may include data on participation rates in district programs and services, academic achievement, school attendance, graduation rate, and/or student feedback on district programs and services.

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

Legal Reference:

EDUCATION CODE

222 Reasonable accommodations; lactating students

230 Sex discrimination

8200-8498 Child Care and Development Services Act

48205 Excused absences

48220 Compulsory education requirement

48410 Persons exempted from continuation classes

49553 Nutrition supplements for pregnant/lactating students

51220.5 Parenting skills and education

51745 Independent study

52610.5 Enrollment of pregnant and parenting students in adult education

CIVIL CODE

51 Unruh Civil Rights Act

FAMILY CODE

7002 Description of emancipated minor

HEALTH AND SAFETY CODE

104460 Tobacco prevention services for pregnant and parenting students

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4950 Nondiscrimination, marital and parental status

CODE OF REGULATIONS, TITLE 22

101151-101239.2 General licensing requirements for child care centers

101351-101439.1 Infant care centers

UNITED STATES CODE, TITLE 20

1681-1688 Title IX, Education Act Amendments

UNITED STATES CODE, TITLE 42

1786 Special supplemental nutrition program for women, infants, and children

CODE OF FEDERAL REGULATIONS, TITLE 7

246.1-246.28 Special supplemental nutrition program for women, infants, and children

CODE OF FEDERAL REGULATIONS, TITLE 34

106.40 Marital or parental status

ATTORNEY GENERAL OPINIONS

87 Ops.Cal.Atty.Gen. 168 (2004)

COURT DECISIONS

American Academy of Pediatrics et al v. Lungren et al (1997) 16 Cal.4th 307

Management Resources:

CALIFORNIA WOMEN'S LAW CENTER PUBLICATIONS

Educational Rights of Pregnant and Parenting Teens: Title IX and California State Law Requirements

Pregnant Students and Confidential Medical Services

The Civil Rights of Pregnant and Parenting Teens in California Schools, 2002

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Supporting the Academic Success of Pregnant and Parenting Students under Title IX of the Education Amendments of 1972, rev. June 2013

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

California Women's Law Center: <http://www.cwlc.org/resources>

**U.S. Department of Agriculture, Women, Infants, and Children Program:
<http://www.fns.usda.gov/wic>**

U.S. Department of Education: <http://www.ed.gov>

(3/03 12/13) 3/16

Legal Reference:

EDUCATION CODE

~~230 Sex discrimination~~

~~8200-8498 Child Care and Development Services Act~~

~~48205 Excused absences~~

~~48220 Compulsory education requirement~~
~~48410 Persons exempted from continuation classes~~
~~49553 Nutrition supplements for pregnant/lactating students~~
~~51220.5 Parenting skills and education~~
~~51745 Independent study~~
~~52610.5 Enrollment of pregnant and parenting students in adult education~~
~~54740 54749 Cal-SAFE program for pregnant/parenting students and their children~~
~~FAMILY CODE~~
~~7002 Description of emancipated minor~~
~~HEALTH AND SAFETY CODE~~
~~104460 Tobacco prevention services for pregnant and parenting students~~
~~CODE OF REGULATIONS, TITLE 5~~
~~4600 4687 Uniform complaint procedures~~
~~4950 Nondiscrimination, marital and parental status~~
~~CODE OF REGULATIONS, TITLE 22~~
~~101151 101239.2 General licensing requirements for child care centers~~
~~101351 101439.1 Infant care centers~~
~~UNITED STATES CODE, TITLE 20~~
~~1681 1688 Title IX, Education Act Amendments~~
~~UNITED STATES CODE, TITLE 42~~
~~1786 Special supplemental nutrition program for women, infants, and children~~
~~CODE OF FEDERAL REGULATIONS, TITLE 7~~
~~246.1 246.28 Special supplemental nutrition program for women, infants, and children~~
~~CODE OF FEDERAL REGULATIONS, TITLE 34~~
~~106.40 Marital or parental status~~
~~ATTORNEY GENERAL OPINIONS~~
~~87 Ops.Cal.Atty.Gen. 168 (2004)~~
~~COURT DECISIONS~~
~~American Academy of Pediatrics et al v. Lungren et al (1997) 16 Cal.4th 307~~

~~Management Resources:~~

~~CALIFORNIA WOMEN'S LAW CENTER PUBLICATIONS~~
~~Educational Rights of Pregnant and Parenting Teens: Title IX and California State Law Requirements~~
~~The Civil Rights of Pregnant and Parenting Teens in California Schools, 2002~~
~~U.S. DEPARTMENT OF EDUCATION PUBLICATIONS~~
~~Supporting the Academic Success of Pregnant and Parenting Students under Title IX of the Education Amendments of 1972, rev. June 2013~~
~~WEB SITES~~
~~California Department of Education: <http://www.cde.ca.gov>~~
~~California Women's Law Center: <http://www.ewlc.org>~~
~~U.S. Department of Agriculture, Women, Infants, and Children Program: <http://www.fns.usda.gov/wic>~~
~~U.S. Department of Education: <http://www.ed.gov>~~

AR 5146 (k)

~~———— (3/01 3/03) 12/13~~

Policy SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: April 20, 2016

Adopted:

King City, California

Instruction

Physical Education And Activity

The Governing Board recognizes the positive benefits of physical activity on student health and academic achievement. The district shall provide all students the opportunity to be physically active on a regular basis through high-quality physical education instruction and may provide additional opportunities for physical activity throughout the school day. The district's physical education and activity programs shall support the district's coordinated student wellness program and encourage students' lifelong fitness.

(cf. 5030 - Student Wellness)

(cf. 6142.8 - Comprehensive Health Education)

The district's physical education program shall provide a developmentally appropriate sequence of instruction aligned with the state's model content standards and curriculum framework for physical education. The Superintendent or designee shall ensure that the district's program provides students with equal opportunities for instruction and participation regardless of gender in accordance with law.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

~~The overall course of study for grades 9-12 shall include the effects of physical activity upon dynamic health, the mechanics of body movement, individual and dual sports, team sports, and aesthetic movement forms. (Education Code 33352; 5 CCR 10060)~~

~~***Note: The following two optional paragraphs are for use by districts that maintain high schools.***~~

~~***Note: According to the CDE's Physical Education Framework for California Public Schools, it is the obligation of the Governing Board to determine whether to grant physical education credit for a particular course, including, but not limited to, junior ROTC, marching band, cheerleading, or drill team. In making this determination, the Board must determine how the particular course supports an overall course of study for grades 9-12 that includes the eight content areas specified in Education Code 33352 and 5 CCR 10060 for physical education programs. While it is not necessary that each individual course include all eight content areas, the course offerings must be structured so that all students receive opportunities for instruction in each of the eight areas across grades 9-12. The CDE's Physical Education FAQs add that any course for which physical education credit is granted must also meet requirements in Education Code 33352 pertaining to minimum instructional minutes, various reporting requirements, and the assignment of an appropriately credentialed teacher.***~~

For grades 9-12, the overall course of study shall include the effects of physical activity

upon dynamic health, the mechanics of body movement, aquatics, gymnastics and tumbling, individual and dual sports, rhythms and dance, team sports, and combatives. (Education Code 33352; 5 CCR 10060)

The Board shall approve the courses in grades 9-12 for which physical education credit may be granted.

(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.11 - Alternative Credits Toward Graduation)

The district's physical education program shall engage students in moderate to vigorous physical activity, as defined in the accompanying administrative regulation, for at least 50 percent of class or session time. The Superintendent or designee shall develop strategies to monitor the amount of moderate to vigorous physical activity that takes place in the physical education instructional program.

The Superintendent or designee shall ensure that the district's program provides students with equal opportunities for instruction and participation regardless of gender in accordance with law.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Students with disabilities shall be provided instruction in physical education in accordance with their individualized education program or Section 504 accommodation plan.

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education Under Section 504)

An appropriate alternate activity or exemption from physical education classes shall be provided for students with disabilities in accordance with their individualized education program or Section 504 accommodation plan.

(cf. 6159 - Individualized Education Program)
(cf. 6164.6 - Identification and Education Under Section 504)

During air pollution episodes, extreme weather, or other inclement conditions, physical education staff shall make appropriate adjustments to the program or shall seek alternative indoor space to enable students to participate in active physical education, or as needed to accommodate individual student health needs.

(cf. 3514 - Environmental Safety)
(cf. 5141.7 - Sun Safety)

~~***Note: The following paragraph is optional. See the accompanying administrative regulation~~

~~for sample strategies for physical activity opportunities outside the physical education program. Also see CSBA's Fact Sheet on Maximizing Opportunities for Physical Activity During the School Day.***~~

The Superintendent or designee shall develop strategies to supplement physical education instruction with additional opportunities for students to be physically active before, during, and after the school day.

- (cf. 1330.1 - Joint Use Agreements)**
- (cf. 5142.2 - Safe Routes to School Program)**
- (cf. 5148 - Child Care and Development Program)**
- (cf. 5148.2 - Before/After School Programs)**
- (cf. 6145 - Extracurricular and Cocurricular Activities)**

Staffing

Physical education instruction shall be delivered by appropriately credentialed teachers who may be assisted by instructional aides, paraprofessionals, and/or volunteers.

- ~~(cf. 1240 - Volunteer Assistance)~~
- ~~(cf. 4112.2 - Certification)~~
- ~~(cf. 4222 - Teacher Aides/Paraprofessionals)~~
- (cf. 1240 - Volunteer Assistance)**
- (cf. 4112.2 - Certification)**
- (cf. 4112.21 - Interns)**
- (cf. 4113 - Assignment)**
- (cf. 4222 - Teacher Aides/Paraprofessionals)**

The district shall provide physical education teachers with continuing professional development, including classroom management and instructional strategies designed to keep students engaged and active and to enhance the quality of physical education instruction and assessment.

- ~~(cf. 4131 - Staff Development)~~
- ~~(cf. 5121 - Grades/Evaluation of Student Achievement)~~

Physical Fitness Testing

~~The Superintendent or designee shall annually administer the physical fitness test designated by the State Board of Education to students in grade 9. (Education Code 60800; 5 CCR 1041)~~

~~***Note: The following section may be revised to reflect grade levels offered by the district. Education Code 60800 requires districts to administer a physical fitness test to students in grades 5, 7, and 9. The SBE has designated the FITNESSGRAM as the required physical fitness test. See the accompanying administrative regulation for testing requirements.***~~

The Superintendent or designee shall annually administer the physical fitness test designated by the State Board of Education (FITNESSGRAM) to students in grades 5, 7, and 9. (Education Code 60800; 5 CCR 1041)

Temporary Exemptions

The Superintendent or designee may grant a temporary exemption from physical education under either of the following conditions: (Education Code 51241)

1. The student is ill or injured and a modified program to meet his/her needs cannot be provided. The Superintendent or designee may require that a note from a physician stating the reason for the inability to participate be produced by the student
2. The student is enrolled for one-half time or less.

Two-Year Exemptions

With the student's consent, the Superintendent or designee may exempt a student from physical education courses for any two years during grades 10-12 provided that the student has satisfactorily met at least five of the six standards of the state's physical fitness test in grade 9. (Education Code 51241)

Upon request by students and/or their parents/guardians, the Superintendent or designee may administer the physical fitness test to students in grades 10-12 who need to pass the test in order to qualify for a two-year exemption from physical education courses.

Students in grades 10-12 who have been granted a two-year exemption shall be offered a variety of elective physical education courses of not less than 400 minutes each 10 school days. (Education Code 51222)

Such students shall not be permitted to attend fewer total hours of courses and classes than they would have attended if enrolled in a physical education course. (Education Code 51241)

(cf. 6112 - School Day)

Permanent Exemptions

The Superintendent or designee may grant a permanent exemption from physical education to an individual student under any of the following conditions: (Education Code 51241)

1. The student is age 16 years or older and has been enrolled in grade 10 for one or more academic years.
2. The student is enrolled as a postgraduate student.

- 3. The student is enrolled in a juvenile home, ranch, camp, or forestry camp school with scheduled recreation and exercise**

Other Exemptions

The Superintendent or designee may grant an exemption from physical education under the following special circumstances:

- ~~1. The student in grades 9-10 attends a regional occupational center or program and attendance in physical education courses results in hardship because of the travel time involved. (Education Code 52316)~~
- ~~2. The student is in high school and is engaged in a regular school-sponsored interscholastic athletic program carried on wholly or partially after regular school hours. (Education Code 51242)~~

~~(cf. 6145.2 - Athletic Competition)~~

~~***Note: The following optional section is for use by districts that maintain high schools and should be revised to reflect district practice. Education Code 51222, 51242, and 52316 authorize, but do not require, the following exemptions from physical education courses.***~~

The Superintendent or designee may grant a student an exemption from physical education under the following special circumstances:

- 1. When the student is in any of grades 10-12 and is excused for up to 24 clock hours in order to participate in automobile driver training. However, any such student shall attend a minimum of 7,000 minutes of physical education instruction during the school year. (Education Code 51222)**
- 2. When the student is in any of grades 10-12, attends a regional occupational center or program, and, because of the travel time involved, would experience hardship to attend physical education courses. Any such student shall have a minimum school day of 180 minutes. (Education Code 52316)**

(cf. 6178.2 - Regional Occupational Center/Program)

- 3. When the student is in high school and is engaged in a regular school-sponsored interscholastic athletic program carried on wholly or partially after regular school hours. (Education Code 51242)**

(cf. 6145.2 - Athletic Competition)

Additional Opportunities for Physical Activity

The Superintendent or designee shall develop strategies to supplement physical education instruction with additional opportunities for students to be physically active before, during, and after the school day.

(cf. 1330.1 - Joint Use Agreements)
(cf. 5142.2 - Safe Routes to School Program)
(cf. 5148 - Child Care and Development Program)
(cf. 5148.2 - Before/After School Program)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.5 - Student Organizations and Equal Access)

Program Evaluation

~~The Superintendent or designee shall annually report to the Board the results of the state physical fitness testing for each school and applicable grade level. He/she shall also report to the Board regarding the number of instructional minutes offered in physical education for each grade level, the number of two-year and permanent exemptions granted pursuant to Education Code 51241, and any other data agreed upon by the Board and the Superintendent or designee to evaluate program quality and the effectiveness of the district's program in meeting goals for physical activity.~~

~~*(cf. 0500 - Accountability)*~~
~~*(cf. 6190 - Evaluation of the Instructional Program)*~~

Legal Reference:

EDUCATION CODE

~~33126 School accountability report card~~
~~33350-33354 CDE responsibilities re: physical education~~
~~35256 School accountability report card~~
~~49066 Grades; physical education class~~
~~51210 Course of study, grades 1-6~~
~~51220 Course of study, grades 7-12~~
~~51222 Physical education~~
~~51223 Physical education, elementary schools~~
~~51241 Temporary, two-year or permanent exemption from physical education~~
~~51242 Exemption from physical education for athletic program participants~~
~~52316 Excuse from attending physical education classes~~
~~60800 Physical performance test~~
 CODE OF REGULATIONS, TITLE 5
~~1040-1048 Physical performance test~~
~~3051.5 Adapted physical education for individuals with exceptional needs~~
~~10060 Criteria for high school physical education programs~~
 UNITED STATES CODE, TITLE 29
~~794 Rehabilitation Act of 1973, Section 504~~

~~UNITED STATES CODE, TITLE 42
1751 Note Local wellness policy
ATTORNEY GENERAL OPINIONS
53 Ops. Cal. Atty. Gen. 230 (1970)~~

~~Management Resources:~~

~~CSBA PUBLICATIONS~~

~~Active Bodies, Active Minds: Physical Activity and Academic Achievement, Fact Sheet,
February 2010~~

~~Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy
Brief, rev. February 2010~~

~~Maximizing Opportunities for Physical Activity During the School Day, Fact Sheet,
November 2009~~

~~Moderate to Vigorous Physical Activity in Physical Education to Improve Health and
Academic Outcomes, Fact Sheet, November 2009~~

~~Building Healthy Communities: A School Leader's Guide to Collaboration and Community
Engagement, 2009~~

~~Physical Education and California Schools, Policy Brief, rev. October 2007~~

~~Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and
Guide, 2007~~

~~Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April
2006~~

~~CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS~~

~~Physical Education Framework for California Public Schools: Kindergarten Through Grade
12, 2009~~

~~Physical Education Model Content Standards for California Public Schools: Kindergarten
Through Grade 12, January 2005~~

~~Adapted Physical Education Guidelines for California Schools, 2003~~

~~CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS~~

~~School Health Index for Physical Activity and Healthy Eating: A Self-Assessment and
Planning Guide for Elementary and Middle/High Schools, 2000~~

~~U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS~~

~~2008 Physical Activity Guidelines for Americans, October 2008~~

~~WEB SITES~~

~~CSBA: <http://www.csba.org>~~

~~California Department of Education, Physical Fitness Testing:~~

~~<http://www.ede.ca.gov/ta/tg/pf>~~

~~California Healthy Kids Resource Center: <http://www.californiahealthykids.org>~~

~~California Project LEAN (Leaders Encouraging Activity and Nutrition):~~

~~<http://www.californiaprojectlean.org>~~

~~Centers for Disease Control and Prevention: <http://www.cdc.gov>~~

~~Educational Data System, California physical fitness:~~

~~<http://www.eddata.com/projects/current/epf>~~

~~Healthy People 2010: <http://www.healthypeople.gov>~~

~~National Association for Sport and Physical Education: <http://www.aahperd.org/naspe>~~

~~President's Council on Physical Fitness and Sports: <http://www.fitness.gov>
The California Endowment: <http://www.calendow.org>
U.S. Department of Health and Human Services: <http://www.health.gov>
(7/07-11/07) 2/10~~

~~***Note: The following optional section should be revised to reflect district practice. Districts that do not maintain high schools or do not offer any of the exemptions described in the sections above on "Two-Year Exemptions" or "Permanent Exemptions" should modify the following paragraph to delete reports of two-year and permanent exemptions.***~~

The Superintendent or designee shall annually report to the Board each school's FITNESSGRAM results for each applicable grade level. He/she shall also report to the Board regarding the number of instructional minutes offered in physical education for each grade level, the number of two-year and permanent exemptions granted pursuant to Education Code 51241, and any other data agreed upon by the Board and the Superintendent or designee to evaluate program quality and the effectiveness of the district's program in meeting goals for physical activity.

(cf. 0500 - Accountability)

(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference:

EDUCATION CODE

33126 School accountability report card

33350-33354 CDE responsibilities re: physical education

35256 School accountability report card

44250-44277 Credential types

49066 Grades; physical education class

51210 Course of study, grades 1-6

51220 Course of study, grades 7-12

51222 Physical education

51223 Physical education, elementary schools

51241 Temporary, two-year or permanent exemption from physical education

51242 Exemption from physical education for athletic program participants

52316 Excuse from attending physical education classes

60800 Physical performance test

CODE OF REGULATIONS, TITLE 5

1040-1048 Physical performance test

3051.5 Adapted physical education for individuals with exceptional needs

4600-4687 Uniform complaint procedures

10060 Criteria for high school physical education programs

80020 Additional assignment authorizations for specific credentials

80037 Designated subjects teaching credential; special teaching authorization in physical education

80046.1 Added authorization to teach adapted physical education

UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

UNITED STATES CODE, TITLE 42

1758b Local wellness policy

ATTORNEY GENERAL OPINIONS

53 Ops.Cal.Atty.Gen. 230 (1970)

COURT DECISIONS

Doe v. Albany Unified School District (2010) 190 Cal.App.4th 668

Cal200 et al. v. San Francisco Unified School District et al. (2013), San Francisco Superior Court, Case No. CGC-13-534975

Cal200 et al. v. Oakland Unified School District et al. (San Francisco Superior Court, Case No. CPF-14-513959

Management Resources:

CSBA PUBLICATIONS

Districts at Risk from Lawsuits Regarding PE Instructional Minute Requirement, Legal Alert, May 2015

Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, 2012

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2012

Active Bodies, Active Minds: Physical Activity and Academic Achievement, Fact Sheet, February 2010

Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, rev. February 2010

Maximizing Opportunities for Physical Activity During the School Day, Fact Sheet, November 2009

Moderate to Vigorous Physical Activity in Physical Education to Improve Health and Academic Outcomes, Fact Sheet, November 2009

Physical Education and California Schools, Policy Brief, rev. October 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Physical Education Framework for California Public Schools: Kindergarten Through Grade 12, 2009

Physical Education Model Content Standards for California Public Schools: Kindergarten Through Grade 12, January 2005

Adapted Physical Education Guidelines for California Schools, 2003

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Health Index (SHI): Self-Assessment and Planning Guide 2014

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

The Administrator's Assignment Manual, 2007

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS

2008 Physical Activity Guidelines for Americans, October 2008

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Physical Fitness Testing:

<http://www.cde.ca.gov/ta/tg/pf>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Educational Data System, California physical fitness:

<http://www.eddata.com/projects/current/cpf>

Healthy People 2010: <http://www.healthypeople.gov>

National Association for Sport and Physical Education: <http://www.aahperd.org/naspe>

President's Council on Physical Fitness and Sports: <http://www.fitness.gov>

U.S. Department of Health and Human Services: <http://www.health.gov>

(11/07 2/10) 3/16

Policy: **SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT**

First Reading: April 20, 2016

Adopted:

King City, California

Instruction

Guidance/Counseling Services

The Governing Board recognizes that a comprehensive counseling program promotes academic achievement and serves the diverse needs of all district students. Counseling staff shall be available to meet with students regarding their educational progress toward academic and/or career goals and, as appropriate, may discuss social, personal, or other issues that may impact student learning.

(cf. 0460 - Local Control and Accountability Plan)

The Superintendent or designee shall ensure that all persons employed to provide school counseling, school psychology, and/or school social work services shall possess the appropriate credential from the Commission on Teacher Credentialing authorizing their employment in such positions. Responsibilities of each position shall be clearly defined in a job description.

(cf. 4112.2 - Certification)

~~***Note: The following optional list may be revised to reflect district practice. Education Code 49600, as amended by SB 451 (Ch. 539, Statutes of 2015), expresses the Legislature's intent that school counselors fulfill the following responsibilities.***~~

Responsibilities of school counselors include, but are not limited to:

- 1. Engaging with, advocating for, and providing support for all students with respect to learning and achievement**
- 2. Planning, implementing, and evaluating programs to promote the academic, career, personal, and social development of all students, including students from low-income families, foster youth, homeless youth, undocumented youth, and students at all levels of academic, social, and emotional abilities**
- 3. Using multiple sources of information to monitor and improve student behavior and achievement**
- 4. Collaborating and coordinating with school and community resources**
- 5. Promoting and maintaining a safe learning environment for all students by providing restorative justice practices, positive behavior interventions, and support services**

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5144 - Discipline)

6. Intervening to ameliorate school-related problems, including issues related to chronic absences

(cf. 5113.1 - Chronic Absence and Truancy)

7. Using research-based strategies to reduce stigma, conflict, and student-to-student mistreatment and bullying

8. Improving school climate and student well-being

(cf. 5137 - Positive School Climate)

9. Enhancing students' social and emotional competence, character, health, civic engagement, cultural legacy, and commitment to lifelong learning and the pursuit of high-quality educational programs

(cf. 6142.4 - Service Learning/Community Service Classes)

10. Providing counseling interventions and support services for students classified as English learners, eligible for free or reduced-priced meals, or foster youth, including enhancing equity and access to the education system and community services

(cf. 0460 - Local Control and Accountability Plan)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Language Learners)

11. Engaging in continued development as a professional school counselor

(cf. 4131 - Staff Development)

Academic and Career Counseling

~~The district's academic counseling program shall be designed to assist students to establish immediate and long-range educational plans, achieve academic standards, prepare for the high school exit examination, and complete the required curriculum in accordance with their individual needs, abilities, and interests. Insofar as possible, parents/guardians shall be included when making educational plans.~~

~~(cf. 6011 - Academic Standards)~~

~~(cf. 6020—Parent Involvement)
(cf. 6174—Education for English Language Learners)~~

~~Beginning in grade 9, parents/guardians shall receive a general notice at least once before career counseling and course selection so that they may participate in the counseling sessions and decisions.—(Education Code 221.5)~~

~~(cf. 5145.6—Parental Notifications)~~

~~The counseling program for high school students may include, at appropriate grade levels:~~

~~1.—Information about courses needed for admission to colleges and universities, standardized admission tests, financial aid, and scholarships~~

~~(cf. 6141.5—Advanced Placement)
(cf. 6143—Courses of Study)
(cf. 6146.1—High School Graduation Requirements)
(cf. 6146.11—Alternative Credits Toward Graduation)
(cf. 6146.2—Certificate of Proficiency/High School Equivalency)~~

~~2.—An opportunity for each student and, if practicable, his/her parent/guardian to meet with a counselor to discuss the student's career goals, available educational and career technical education options, and community and workplace experiences to support the student's goals~~

~~(cf. 6178—Career Technical Education)
(cf. 6178.1—Work Based Learning)
(cf. 6178.2—Regional Occupational Center/Program)~~

~~3.—Monitoring of each student's fulfillment of required coursework and progress toward promotion and graduation, and notification of the student and his/her parent/guardian of remaining academic requirements~~

~~(cf. 5123—Promotion/Acceleration/Retention)
(cf. 6162.52—High School Exit Examination)~~

~~4.—Additional specialized counseling services for students identified as at risk of not graduating with their class~~

~~(cf. 6176—Weekend/Saturday Classes)
(cf. 6177—Summer Learning Programs)
(cf. 6179—Supplemental Instruction)~~

~~The Superintendent or designee shall establish and maintain a program of guidance, placement, and follow up for all high school students subject to compulsory continuation education.—~~

~~(Education Code 48431)~~

~~(cf. 6184—Continuation Education)~~

~~No counselor shall unlawfully discriminate against any student. Guidance counseling regarding school programs and career, vocational, or higher education opportunities shall not be differentiated on the basis of any protected category specified in BP 0410—Nondiscrimination in District Programs and Activities.~~

~~(cf. 0410—Nondiscrimination in District Programs and Activities)~~

~~(cf. 5145.3—Nondiscrimination/Harassment)~~

~~In addition, counselors shall affirmatively explore with students the possibility of careers, or courses leading to careers, that are nontraditional for that student's sex. (Education Code 221.5)~~

~~For assessing or counseling students, the district shall not use testing or other materials that permit or require impermissible or unlawful differential treatment of students. (5 CCR 4931)~~

~~Colleges and prospective employers, including military recruiters, shall not have access to students for recruiting purposes *without parental permission*. (Education Code 49603; 10 USC 503)~~

~~(cf. 5125.1—Release of Directory Information)~~

~~Educational Counseling~~

~~***Note: The following optional section is for use by districts that maintain any of grades 7-12 and may be revised to reflect district practice and the grade levels offered by the district.***~~

Beginning in grade 9, parents/guardians shall receive a general notice at least once before career counseling and course selection so that they may participate in the counseling sessions and decisions. (Education Code 221.5)

(cf. 5145.6 - Parental Notifications)

~~***Note: Items #1-5 below reflect required components of educational counseling programs specified in Education Code 49600, as amended by SB 451 (Ch. 539, Statutes of 2015).***~~

The educational counseling program shall include academic counseling in the following areas: (Education Code 49600)

- 1. Development and implementation, with parent/guardian involvement, of the student's immediate and long-range educational plans**
- 2. Optimizing progress towards achievement of proficiency standards**

3. **Completion of the required curriculum in accordance with the student's needs, abilities, interests, and aptitudes**
4. **Academic planning for access and success in higher education programs, including advisement on courses needed for admission to public colleges and universities, standardized admissions tests, and financial aid**

~~***Note: Pursuant to Education Code 49600, educational counseling must include career and vocational counseling as described in item #5 below. As amended by SB 451 (Ch. 539, Statutes of 2015), Education Code 49600 requires that professional development related to career and vocational counseling include strategies for counseling students pursuing postsecondary education, career technical education, multiple pathways, college, and global career opportunities.***~~

5. **Career and vocational counseling, in which students are assisted in doing all of the following:**
 - a. **Planning for the future, including, but not limited to, identifying personal interests, skills, and abilities, career planning, course selection, and career transition**
 - b. **Becoming aware of personal preferences and interests that influence educational and occupational exploration, career choice, and career success**
 - c. **Developing realistic perceptions of work, the changing work environment, and the effect of work on lifestyle**
 - d. **Understanding the relationship between academic achievement and career success, and the importance of maximizing career options**
 - e. **Understanding the value of participating in career technical education and work-based learning activities and programs, including, but not limited to, service learning, regional occupational centers and programs, partnership programs, job shadowing, and mentoring experiences**
(cf. 6178 - Career Technical Education)
(cf. 6178.1 - Work-Based Learning)
(cf. 6178.2 - Regional Occupational Center/Program)
 - f. **Understanding the need to develop essential employable skills and work habits**
 - g. **Understanding the variety of four-year colleges and universities and community college vocational and technical preparation programs, as well as admission criteria and enrollment procedures**

~~***Note: In addition to the required components listed above, Education Code 49600, as amended by SB 451 (Ch. 539, Statutes of 2015), includes a list of optional components of the educational counseling program. At its discretion, the district may expand the following paragraph to reflect any of those optional components it chooses to include in its educational counseling program.***~~

The district's educational counseling program also may include, but not be limited to, identification of students who are at risk of not graduating with the rest of their class, development of a list of coursework and experience necessary to assist students to satisfy the curricular requirements for college admission and successfully transition to postsecondary education or employment, and counseling regarding available options for a student to continue his/her education if he/she fails to meet graduation requirements.

The Superintendent or designee shall establish and maintain a program of guidance, placement, and follow-up for all high school students subject to compulsory continuation education. (Education Code 48431)

(cf. 6184 - Continuation Education)

~~***Note: Education Code 221.5 prohibits school counselors from offering vocational or school program guidance to a student of one sex that is different from that offered to a student of the opposite sex. In addition, 5 CCR 4930 prohibits discrimination in counseling programs to the same extent that discrimination is prohibited in all other district programs and activities. Prohibited bases for discrimination in district programs are specified in BP 0410 - Nondiscrimination in District Programs and Activities.***~~

No counselor shall unlawfully discriminate against any student. Guidance counseling regarding school programs and career, vocational, or higher education opportunities shall not be differentiated on the basis of any protected category specified in BP 0410 - Nondiscrimination in District Programs and Activities.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5145.3 - Nondiscrimination/Harassment)

In addition, counselors shall affirmatively explore with students the possibility of careers, or courses leading to careers, that are nontraditional for that student's sex. (Education Code 221.5)

For assessing or counseling students, the district shall not use testing or other materials that permit or require impermissible or unlawful differential treatment of students. (5 CCR 4931)

~~***Note: 20 USC 7908 requires districts receiving funds under the Elementary and Secondary Education Act (ESEA) to provide military recruiters with the same access to students as is~~

~~provided to colleges and prospective employers. Districts that do not grant similar access may lose those funds and may be subject to specific interventions, such as notification to the Governor and Congress, so that public officials can work with the district. Districts that do not receive ESEA funds and that choose to grant access to college and employment recruiters should do so on a nondiscriminatory basis. Education Code 49603 provides that military service recruiters may not be denied on-campus access to students in grades 9-12 if the district provides such access to other employers. For information regarding military recruiter access to student directory information, see BP/AR 5125.1 Release of Directory Information.***~~

~~***Note: Option 1 below is for use by districts that choose to adopt a policy that permits college and employment recruiters, including military recruiters, access to students. Option 2 is for districts that choose to adopt a policy that does not permit such access.***~~

~~OPTION 1: Colleges and prospective employers, including military recruiters, shall have the same access to students for recruiting purposes. (Education Code 49603; 10 USC 503; 20 USC 7908)~~

~~OPTION 2: Colleges and prospective employers, including military recruiters, shall not have access to students for recruiting purposes. (Education Code 49603; 10 USC 503)~~

~~(cf. 5125.1 - Release of Directory Information)~~

Personal or Mental Health Counseling

A school counselor, school psychologist, or school social worker may provide individualized personal, mental health, or family counseling to students in accordance with the specialization(s) authorized by his/her credential. Such services may include, but are not limited to, support related to the student's social and emotional development, behavior, substance abuse, mental health assessment, depression, or mental illness. As appropriate, students and their parents/guardians shall be informed about community agencies, organizations, or health care providers that offer qualified professional assistance.

(cf. 1020 - Youth Services)

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5137 - Positive School Climate)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5141.6 - School Health Services)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 5147 - Dropout Prevention)

(cf. 5149 - At-Risk Students)

(cf. 6164.5 - Student Success Teams)

(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)

Written parent/guardian consent shall be obtained before mental health counseling or treatment services are provided to a student, except when the student is authorized to consent to the service pursuant to Family Code 6920-6929, Health and Safety Code 124260, or other applicable law.

Any information of a personal nature disclosed to a school counselor by a student age 12 years or older or by his/her parent/guardian is confidential and shall not become part of the student record without the written consent of the person who disclosed the confidential information. The information shall not be revealed, released, discussed, or referred to except under the limited circumstances specified in Education Code 49602. (Education Code 49602)

(cf. 5022 - Student and Family Privacy Rights)
(cf. 5125 - Student Records)

A counselor shall consult with the Superintendent or designee and, as appropriate, with the district's legal counsel whenever unsure of how to respond to a student's personal problem or when questions arise regarding the possible release of confidential information regarding a student.

Crisis Counseling

The Board recognizes the need for a prompt and effective response when students are confronted with a traumatic incident. School counselors shall assist in the development of the comprehensive school safety plan, emergency and disaster preparedness plan, and other prevention and intervention practices designed to assist students and parents/guardians before, during, and after a crisis.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)

In addition, the Superintendent or designee shall identify crisis counseling resources to train district staff in effective threat assessment, appropriate response techniques, and/or methods to directly help students cope with a crisis if it occurs.

Early identification and intervention plans shall be developed to help identify those students who may be at risk for violence so that support may be provided before they engage in violent or disruptive behavior.

(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5136 - Gangs)
(cf. 5141.52 - Suicide Prevention)

Teacher-Based Advisory Program

The Board recognizes that a supportive, ongoing relationship with a caring adult can provide a student with valuable advice, enhance student-teacher relationships, and build the student's feelings of connectedness with the school. The Board authorizes the development of a teacher-based advisory program in which teachers advise students in such areas as academic planning, character development, conflict resolution, and self-esteem. Any teacher participating in this program shall be under the supervision of a credentialed school counselor as appropriate, receive related information and training, and be subject to this Board policy and law, including requirements pertaining to student confidentiality and nondiscrimination.

(cf. 4131 - Staff Development)

Legal Reference:

~~EDUCATION CODE~~

~~221.5 Prohibited sex discrimination~~

~~41505-41508 Pupil Retention Block Grant~~

~~44266 Pupil personnel services credential~~

~~48431 Establishing and maintaining high school guidance and placement program~~

~~49600-49604 Educational counseling~~

~~51250-51251 School age military dependents~~

~~51513 Personal beliefs~~

~~52378-52380 Supplemental School Counseling Program~~

~~FAMILY CODE~~

~~6920-6929 Consent by minor for treatment or counseling~~

~~HEALTH AND SAFETY CODE~~

~~124260 Mental health services; consent by minors age 12 and older~~

~~PENAL CODE~~

~~11166-11170 Reporting known or suspected cases of child abuse~~

~~WELFARE AND INSTITUTIONS CODE~~

~~5850-5883 Mental Health Services Act~~

~~CODE OF REGULATIONS, TITLE 5~~

~~4930-4931 Counseling~~

~~80049-80049.1 Pupil personnel services credential~~

~~80632-80632.5 Preparation programs for pupil personnel services~~

~~UNITED STATES CODE, TITLE 10~~

~~503 Military recruiter access to directory information~~

~~UNITED STATES CODE, TITLE 20~~

~~1232g Family Educational Rights and Privacy Act~~

~~7908 Armed forces recruiter access to students and student recruiting information~~

~~CODE OF FEDERAL REGULATIONS, TITLE 34~~

~~99.1-99.67 Family educational rights and privacy~~

Management Resources:

~~CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
California Results-Based School Counseling and Student Support Guidelines, 2007
WEB SITES~~

~~American School Counselor Association: <http://www.schoolcounselor.org>
California Association of School Counselors: <http://www.schoolcounselor-ca.org>
California Department of Education: <http://www.cde.ca.gov>
Commission on Teacher Credentialing: <http://www.etc.ca.gov>
U.S. Department of Education, access to military recruiters:-
<http://www.ed.gov/policy/gen/guid/fpeo/hottopics/ht10-09-02.html>~~

~~———— (10/06–11/07)–12/13~~

Legal Reference:

EDUCATION CODE

221.5 Prohibited sex discrimination

44266 Pupil personnel services credential

48431 Establishing and maintaining high school guidance and placement program

49600-49604 Educational counseling

51250-51251 School age military dependents

51513 Personal beliefs

FAMILY CODE

6920-6929 Consent by minor for treatment or counseling

HEALTH AND SAFETY CODE

124260 Mental health services; consent by minors age 12 and older

PENAL CODE

11166-11170 Reporting known or suspected cases of child abuse

WELFARE AND INSTITUTIONS CODE

5850-5883 Mental Health Services Act

CODE OF REGULATIONS, TITLE 5

4930-4931 Counseling

80049-80049.1 Pupil personnel services credential

80632-80632.5 Preparation programs for pupil personnel services

UNITED STATES CODE, TITLE 10

503 Military recruiter access to directory information

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

7908 Armed forces recruiter access to students and student recruiting information

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family educational rights and privacy

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California Results-Based School Counseling and Student Support Guidelines, 2007

WEB SITES

American School Counselor Association: <http://www.schoolcounselor.org>

California Association of School Counselors: <http://www.schoolcounselor-ca.org>

California Department of Education: <http://www.cde.ca.gov>
Commission on Teacher Credentialing: <http://www.ctc.ca.gov>
U.S. Department of Education, access to military recruiters:
<http://www.ed.gov/policy/gen/guid/fpc/hottopics/ht10-09-02.html>

(11/07 12/13) 3/16

Policy: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: April 20, 2016

Adopted:

King City, California

Instruction

Class Assignment

~~***Note: The following optional policy may be revised to reflect district practice.***~~

~~***Note: Pursuant to Education Code 51224.7, as added by SB 359 (Ch. 508, Statutes of 2015), the Governing Board of any district which serves students in grade 9 is mandated to adopt a mathematics placement policy with specified components before the 2016-17 school year. See BP 6152.1 Placement in Mathematics Courses for language fulfilling this mandate.***~~

The Governing Board believes students should be assigned to classes and/or grouped in a manner that provides the most effective learning environment for all students.

When assigning students to specific courses and classes, the principal or designee may consider the following criteria as appropriate for the grade level and course:

1. Staff recommendation, including, but not limited to, the recommendations of teachers and counselors
2. Skills and classroom management style of individual teachers
3. Student skill level as indicated by multiple objective academic measures, such as student assessment results, grade point average, and grades in prerequisite courses

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6152.1 - Placement in Mathematics Courses)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

4. Balance of high, medium, and low academic achievers
5. Student interests, readiness, behavior, and motivation
6. Student/teacher ratios and, if relevant, class size reduction considerations

(cf. 6151 - Class Size)

The principal or designee may accept from parents/guardians any information which would be helpful in making placement decisions. However, a parent/guardian who provides such information shall be informed that a request for a specific teacher shall be one of many factors which may be taken into account when determining his/her child's placement.

During the school year, the principal or designee may make any adjustments in class placement which he/she considers beneficial to the student or the educational program.

Additional Requirements for Grades 9-12

Except for a student enrolled in an alternative school, community day school, continuation high school, or opportunity school, or as otherwise specified below, no student enrolled in grades 9-12 shall be assigned:

~~***Note: Beginning with the 2016-17 school year, Education Code 51228.1, as added by AB 1012 (Ch. 703, Statutes of 2015), prohibits districts from assigning a student in grades 9-12 to any course period "without educational content," as defined, for more than one week in any semester. Exceptions are permitted under certain conditions, as specified below.***~~

1. To any course without educational content for more than one week in any semester, including any of the following situations: (Education Code 51228.1)
 - a. The student is sent home or released from campus before the conclusion of the designated school day.
 - b. The student is assigned to a service, instructional work experience, or other course in which he/she is assigned to assist a certificated employee, but is not expected to complete curricular assignments, in a course the certificated employee is teaching during that period and where the ratio of certificated employees to students assigned to the course for curricular purposes is less than one to one.
 - c. The student is not assigned to any course for the relevant course period.

~~***Note: Education Code 51228.2, as added by AB 1012 (Ch. 703, Statutes of 2015), prohibits assigning a student in grades 9-12 to any course that he/she previously completed with a grade that satisfies minimum requirements for high school graduation and admission to California public postsecondary institutions. For this purpose, the district must identify the grade that the student must have achieved in that course. The district may modify item #2 below to specify the grade that will be used to establish satisfactory completion of the course.***~~

2. To a course that he/she has previously completed and received a grade determined by the district to be sufficient to satisfy minimum high school graduation requirements and the requirements and prerequisites for admission to California public postsecondary institutions, unless the course has been designed to be taken more than once because students are exposed to a new curriculum year to year and are therefore expected to derive educational value from taking the course again (Education Code 51228.2)

(cf. 6181 - Alternative Schools/Programs of Choice)
 (cf. 6184 - Continuation Education)
 (cf. 6185 - Community Day School)

An exception to item #1 or #2 above may be made only if all of the following conditions are

satisfied: (Education Code 51228.1, 51228.2)

1. The student, or the student's parent/guardian if he/she is younger than age 18 years, has consented in writing to the assignment.
2. A school official has determined that the student will benefit from being assigned to the course period.
3. The principal or assistant principal has stated in a written document maintained at the school that, for the relevant school year, no students are assigned to those classes unless the school has obtained the student's or parent/guardian's consent and determined that the student will benefit from the assignment.

In addition, under no circumstances shall a student be assigned to a course period without educational content or a course he/she has already satisfactorily completed because there are insufficient curricular course offerings for the student to take during the relevant period of the school day. (Education Code 51228.1, 51228.2)

~~***Note: The following paragraph may be revised to reflect programs offered by the district. Education Code 51228.1 does not limit the authority of districts to offer independent study, dual enrollment in community college, evening high school programs, work-based learning or work experience education, or any class or course authorized under Education Code 51700-51879.9.***~~

The above limitations on class assignments shall not affect the authority of the Superintendent or designee to permit the enrollment of a student in a dual enrollment, independent study, evening high school program, or other class or course authorized by law. (Education Code 51228.1, 51228.2)

(cf. 6158 - Independent Study)

(cf. 6172.1 - Concurrent Enrollment in College Courses)

~~***Note: Pursuant to Education Code 51228.3, as added by AB 1012 (Ch. 703, Statutes of 2015), complaints regarding the district's noncompliance with Education Code 51228.1 or 51228.2 may be addressed through uniform complaint procedures (5 CCR 4600-4687); also see AR 1312.3 - Uniform Complaint Procedures.***~~

Any complaint that the district has not complied with the requirements in this section regarding assignments in grades 9-12 may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures. A complainant not satisfied with the district's decision may appeal the decision to the California Department of Education (CDE). If the district or the CDE finds merit in an appeal, the district shall provide a remedy to the affected student. (Education Code 51228.3; 5 CCR 4600-4687)

(cf. 1312.3 - Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

35020 Duties of employees fixed by governing board

35160 Authority of the board

51224.7 California Mathematics Placement Act of 2015

51228.1 Assignment to courses without educational content, grades 9-12

51228.2 Assignment to courses previously completed, grades 9-12

51228.3 Uniform complaint procedures; noncompliance with assignment limitations for grades 9-12

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

Management Resources:

WEB SITES

California Department of Education, Curriculum and Instruction: <http://www.cde.ca.gov/ci>

National Association for the Education of Young Children: <http://www.naeyc.org>

(10/95 7/06) 3/16

Policy: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: April 20, 2016

Adopted:

King City, California

Instruction**State Academic Achievement Tests**

~~***Note: The following administrative regulation reflects requirements of the California Assessment of Student Performance and Progress (CAASPP) (Education Code 60600-60649) and should be revised to reflect the grade levels offered by the district.***~~

The Superintendent or designee shall administer the California Assessment of Student Performance and Progress (CAASPP) to all district students at applicable grade levels, except those students exempted by law.

~~***Note: The following paragraph may be revised to reflect programs offered by the district.***~~

~~***Note: 5 CCR 851 clarifies responsibility for the testing of charter school students who attend locally funded charter schools. Pursuant to Education Code 47651, a locally funded charter school is one that receives the state aid portion of its local control funding formula allocation through the district that either authorized the charter or was designated by the State Board of Education (SBE) as the oversight agency, rather than directly from the state.***~~

The students of any charter school that receives its state funding allocation through the district shall be tested in coordination with the testing of district students. In addition, the Superintendent or designee shall arrange for the testing of students in any alternative education program or program conducted off campus, including, but not limited to, non-classroom based programs, continuation schools, independent study, community day schools, county community schools, juvenile court schools, or nonpublic, nonsectarian schools. No test shall be administered in a home or hospital except by a test administrator or test examiner. (5 CCR 851)

(cf. 0420.4 - Charter School Authorization)

(cf. 0420.41 - Charter School Oversight)

(cf. 6158 - Independent Study)

(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)

(cf. 6181 - Alternative Schools/Programs of Choice)

(cf. 6183 - Home and Hospital Instruction)

(cf. 6184 - Continuation Education)

(cf. 6185 - Community Day School)

~~***Note: The following paragraph is optional. Pursuant to 5 CCR 853, if the district identifies students who are unable to access the computer-based assessments, as required by 5 CCR 857, the district may use a paper and pencil version of the assessment, if available.***~~

On or before July 1 of each year, the Superintendent or designee shall identify any district school(s) with students who are unable to access the computer-based assessment of a CAASPP test and shall report the number of such students to the test contractor. If available, a paper and

pencil version of the assessment may be administered to such students. (5 CCR 853, 857)

~~***Note: 5 CCR 857, as amended by Register 2015, No. 48, establishes a deadline of July 1 of each year for designating a district test coordinator.***~~

On or before July 1 of each year, the Superintendent or designee shall designate a district coordinator who shall oversee all matters related to the testing program and serve as the district representative and liaison with the test contractor and the California Department of Education (CDE). The Superintendent or designee shall also designate a coordinator for each test site. The duties of the district and site test coordinators shall include those specified in 5 CCR 857-858. (5 CCR 857-858)

~~***Note: 5 CCR 850, as amended by Register 2015, No. 48, defines "test administrator" as an employee trained to administer the CAASPP achievement tests and "test examiner" as a certificated or licensed employee of a local educational agency trained to administer the California Alternate Assessments (CAA) for students with significant cognitive disabilities.***~~

The Superintendent or designee also shall appoint trained test administrator(s) to administer the CAASPP achievement tests and test examiner(s) to administer the California Alternate Assessments. A test examiner shall be a certificated or licensed employee of the district or county office of education. (5 CCR 850)

(cf. 4112.2 - Certification)
(cf. 4113 - Assignment)

~~***Note: Pursuant to 5 CCR 850, as amended by Register 2015, No. 48, a student's sibling is prohibited from serving as his/her translator or scribe during test administration.***~~

As appropriate, the Superintendent or designee shall assign a specially trained district employee to serve as a test proctor to assist the test examiner; a specially trained district employee, or other person supervised by a district employee, to serve as a translator to translate the test directions into a student's primary language; and a district employee to serve as a scribe to transcribe a student's responses to the format required by the test. A student's parent/guardian or sibling shall not be eligible to be that student's translator or scribe. (5 CCR 850)

All test administrators, test examiners, proctors, translators, scribes, district and site test coordinators, and other persons having access to any of the CAASPP achievement tests and corresponding test materials, assessment technology platform, or tests administered pursuant to Education Code 60640 shall acknowledge the limited purpose of their access to the achievement tests by signing a test security affidavit. In addition, all district and site test coordinators shall sign a test security agreement before receiving any CAASPP achievement tests and corresponding test materials. The test security affidavit and test security agreement shall be those set forth in 5 CCR 859. (5 CCR 850, 859)

Tests Included in the State Assessment System

~~***Note: Pursuant to Education Code 60640 and 5 CCR 851.5, as added by Register 2015, No. 48, the CAASPP consists of the required assessments listed in items #1-3 below and optional use of a primary language assessment.***~~

~~***Note: Pursuant to Education Code 60640 and 99300-99301, the CAASPP also includes the Early Assessment Program (EAP) designed to assess the college readiness of students in grade 11 in English language arts and/or mathematics. The EAP is included within the summative assessments listed in item #1 below.***~~

The district shall administer the following CAASPP assessments: (Education Code 60640; 5 CCR 851.5)

~~1. The CAASPP achievement tests for English language arts and mathematics in grades 3-8 and 11, except that:~~

~~(cf. 6142.91 Reading/Language Arts Instruction)~~

~~(cf. 6142.92 Mathematics Instruction)~~

a. Recently arrived English learners, defined pursuant to Education Code 60603 as English learners who are in their first 12 months of attending a school in the United States, shall be exempted from taking the English language arts assessment to the extent allowed by federal law. A recently arrived English learner may be administered the test upon request by his/her parent/guardian.

~~(cf. 6174 - Education for English Language Learners)~~

b. Students with disabilities who are unable to participate in the English language arts and mathematics assessments, even with the resources described in the section "Testing Variations" below, shall be provided an alternate test when designated in their individualized education program (IEP), as provided in item #3 below.

~~(cf. 6159 - Individualized Education Program)~~

~~(cf. 6164.6 - Identification and Education Under Section 504)~~

~~***Note: Education Code 60640 provides that the California Standards Tests will be administered in science at grades 5, 8, and 10. When available, the SBE shall adopt an assessment that is aligned with the Next Generation Science Standards, which were adopted by the SBE in September 2013.***~~

2. Science assessments at grades 5, 8, and 10

However, students with disabilities who are unable to participate in the science

assessments, even with the resources described in the "Testing Variations" section below, shall be provided an alternate test when designated in their IEP, as provided in item #3 below.

(cf. 6142.93 - Science Instruction)

~~***Note: Pursuant to 20 USC 1412 and Education Code 60640, students with disabilities must be included in the CAASPP program with accommodations where necessary (see section on "Testing Variations" below), unless they are exempted by their parents/guardians or are eligible to take an alternate assessment.***~~

~~***Note: For the English language arts and mathematics assessments, students with significant cognitive disabilities may be administered the CAA. For the science assessment, students with disabilities may take the CAPA or the California Modified Assessment, in accordance with their individualized education program (IEP).***~~

3. For students with disabilities who are unable to take the tests specified in items #1-2 above, even with appropriate accommodations or other testing resources, and who have an IEP that designates the use of alternate tests at the applicable grade levels:

a. California Alternate Assessment in English language arts and mathematics for students with significant cognitive disabilities

b. For the science assessment, either the California Modified Assessment or, for students with significant cognitive disabilities, the California Alternate Performance Assessment

~~***Note: The following paragraph is optional. In addition to administering the CAASPP achievement tests described in items #1-3 above to English learners, Education Code 60640 authorizes the district to administer a primary language assessment to English learners in grades 2-11. Education Code 60640 provides that districts may use the Standards-Based Test in Spanish (STS) for this purpose until a test is available that is aligned with the Common Core State Standards in English language arts. The SBE is required to adopt such an assessment to be used no later than the 2016-17 school year. Pursuant to 5 CCR 851.5, as amended by Register 2015, No. 48, the successor primary language assessment will be available for students in grade 3-8 and 11.***~~

~~***Note: Pursuant to Education Code 60640, the district will receive a per pupil apportionment from the state for administration of the primary language assessment to English learners.***~~

In addition, the Superintendent or designee may administer a primary language assessment to English learners. Administration of this test shall not replace the administration of the above tests, administered in English, to English learners. (Education Code 60640)

~~***Note: The following paragraph is optional. Pursuant to Education Code 60640, the district may, at its own expense, administer the STS or successor state assessment to students in a dual-~~

~~immersion program who are not limited English proficient or who are redesignated fluent English proficient. If the district chooses to use the primary language assessment for this purpose, it must enter into an agreement with the state testing contractor, subject to the approval of the CDE.***~~

~~The primary language assessment also may be used to assess students in a dual language immersion program who are not limited English proficient or who are redesignated fluent English proficient, subject to approval by the California Department of Education (CDE) of an agreement between the district and the state testing contractor. (Education Code 60640)~~

Exemptions

~~***Note: In addition to the exemption of recently arrived English learners from the English-language arts assessment (see item #1a in the section "Tests Included in the State Assessment System" above), Education Code 60615 allows students to be exempted from the CAASPP upon written request from their parents/guardians. 5 CCR 852 requires the district to notify parents/guardians regarding this exemption and provides that any exemption will be granted only for the current school year.***~~

~~***Note: Districts should be aware of the need to maintain a high student participation level on state assessments. Pursuant to 20 USC 6311, as amended by the Every Student Succeeds Act (P.L. 114-95), states must annually measure the achievement of not less than 95 percent of all students. The state legislature will need to determine how to factor the participation requirement into the state's school accountability system.***~~

Each year the Superintendent or designee shall notify parents/guardians of their child's participation in the CAASPP and of the provisions of Education Code 60615 related to exemptions from testing. (5 CCR 852)

(cf. 5145.6 - Parental Notifications)

A parent/guardian may annually submit to the school a written request to excuse his/her child from any or all parts of the CAASPP assessments for the school year, and such a request shall be granted by the Superintendent or designee. However, district employees shall not solicit or encourage any exemption request on behalf of any student or group of students. (Education Code 60615; 5 CCR 852)

If a parent/guardian submits an exemption request after testing has begun, any test(s) completed before the request is submitted will be scored and the results reported to the parent/guardian and included in the student's records. (5 CCR 852)

Testing Period

~~***Note: Education Code 60640 requires the SBE to establish a testing window that allows all~~

~~schools to administer the CAASPP tests at approximately the same time during the instructional year and takes into account the need to provide make-up days for students who were absent during testing. 5 CCR 855, as amended by Register 2015, No. 48, establishes the testing windows specified below beginning in the 2015-16 school year. Within these testing windows, the district may establish its own testing dates.***~~

~~***Note: The following section should be revised to reflect grade levels offered by the district. In addition, districts that do not maintain any schools on a year-round schedule may revise the following section to delete references to schedules based on tracks.***~~

The Superintendent or designee shall establish testing days for district students within the following available testing windows: (5 CCR 855)

1. Assessments in English language arts and mathematics shall be administered between the date on which at least 66 percent of the school's or track's annual instructional days for grades 3-8, ~~or~~ at least 80 percent of the annual instructional days for grade 11, have been completed and the last day of instruction for the regular annual calendar of the school or track.

2. All science assessments, including CAPA and CMA, shall be administered during an available testing window of 25 instructional days that includes 12 instructional days before and after completion of 85 percent of the school's or track's annual instructional days.

~~***Note: Item #3 below reflects the available testing window for the CAA effective beginning in the 2016-17 school year, pursuant to 5 CCR 855, as amended by Register 2015, No. 48.***~~

3. Beginning in the 2016-17 school year, the CAA shall be administered during the available testing windows specified in item #1.

~~***Note: Optional item 4 below is for use by districts that have chosen to administer the primary language assessment to English learners as authorized by Education Code 60640; see section "Tests Included in the State Assessment System" above.***~~

4. The primary language assessment shall be administered to English learners within the testing window specified in item #2.

~~***Note: Within the available testing windows specified above, the district may designate specific testing dates that will be used within the district. 5 CCR 855, as amended by Register 2015, No. 48, allows the district to designate one selected testing period for each school or track subject to the conditions specified below. If the district does not designate a selected testing period for a school or track, then the available testing windows specified in item #1 below shall be the selected testing period for that school or track.***~~

Within the above testing windows, the Superintendent or designee may designate one testing period for each school or track or, if a school has multiple tracks, a selected testing period for

each track. The district shall not exceed six selected testing periods within the available testing window. The testing period shall be no fewer than 25 consecutive instructional days and may be extended up to an additional 10 consecutive instructional days if still within the available testing window set forth in items #1-4 above. (5 CCR 855)

Students who are absent during testing shall be provided an opportunity to take the tests within the testing window.

Testing Variations

~~***Note: The following section describes allowable testing resources that may be used during test administration pursuant to 5 CCR 853.5-853.8, as amended by Register 2015, No. 48. For further information, see the CDE's matrix of allowable testing variations, available on its web site.***~~

CAASPP achievement tests and the primary language test shall be administered in accordance with the manuals or other instructions provided by the test contractor or CDE except that, as appropriate, the following testing variations may be used: (5 CCR 850, 853-853.8)

1. Universal tools specified in 5 CCR 853.5 may be used with any student.
2. Designated supports specified in 5 CCR 853.5 and, if an English learner, in 5 CCR 853.7, may be used with a student for whom the need has been indicated by an educator or team of educators, with parent/guardian and student input as appropriate, or for whom the need is specified in the student's IEP or Section 504 plan.
3. Accommodations specified in 5 CCR 853.5 may be used with a student with disabilities when included in the student's IEP or Section 504 plan as resources that are regularly used in the classroom for the student's instruction and/or assessment(s). Such accommodations shall be either utilized in the assessment environment or consist of changes in procedures or materials that increase equitable access during the assessment.

~~***Note: 5 CCR 853.8, as added by Register 2015, No. 48, authorizes the use of "unlisted resources" (i.e., resources that have not been identified as a universal tool, designated support, or accommodation) with students with disabilities, provided that the resource is designated in the student's IEP or Section 504 plan and the CDE has approved the use of the resource. Pursuant to 5 CCR 853.8, the district must electronically submit a request to the CDE at least 10 business days prior to the first day of CAASPP testing, and the district will receive a response from the CDE within four business days of submitting the request. The CDE will not approve the use of an unlisted resource that threatens the security of the test or changes the construct being measured, including, but not limited to, those resources specified in 5 CCR 853.8. The district may nevertheless use a disapproved unlisted resource that changes the construct being measured, but the student will not be counted in the participation rate for state and federal accountability measures.***~~

4. An unlisted resource that has not been specifically identified as an approved universal tool, designated support, or accommodation may be used with a student who has an IEP or Section 504 plan provided that the resource is one that is regularly used in the classroom for instruction and/or assessment and the CDE has approved its use. At least 10 business days prior to the student's first day of CAASPP testing, the district or school site test coordinator may electronically submit a request to the CDE for approval to use that unlisted resource during that year. If the CDE determines that the unlisted resource changes the construct being measured, the unlisted resource may nevertheless be used with the student in order to generate an individual score report even though the student shall not be counted in the participation rate for accountability measures. (5 CCR 853.8)

~~***Note: 5 CCR 853.8, as amended by Register 2015, No. 48, authorizes the use of "instructional supports" (i.e., all supports that may be used in daily instruction or assessment, including language and physical supports) during administration of the CAA, as described in the following paragraph.***~~

In the administration of the CAA to a student with significant cognitive disabilities, the student may have all instructional supports that may be used in daily instruction or assessment, including language and physical supports, with the exception of any inappropriate test practices listed in test administration manuals. (5 CCR 850, 853.6)

Report of Test Results

~~***Note: Education Code 60641 requires that valid test results for individual students, when available, be reported to the student's parents/guardians, school, and teacher(s). Pursuant to Education Code 60641, it is the Legislature's intent that districts are not precluded from using electronic media formats to provide this report, provided that the format secures the confidentiality of the student and the student's results. In addition, district personnel are not required to prepare individualized explanations of each student's test scores as part of the report described in the following paragraph.***~~

For any state assessments that produce valid individual student results, the Superintendent or designee shall forward or transmit the student's test results to his/her parents/guardians within 20 working days from receipt of the results from the test contractor or, if the district receives the results from the contractor after the last day of instruction for the school year, then within the first 20 working days of the next school year. The report shall include a clear explanation of the purpose of the test, the student's score, and its intended use by the district. An individual student's scores shall also be reported to his/her school and teacher(s) and shall be included in his/her student record. (Education Code 60641; 5 CCR 863)

(cf. 5125 - Student Records)

With parent/guardian consent, the Superintendent or designee may release a student's test results to a postsecondary educational institution for the purposes of credit, placement, determination of

AR 6162.51 (i)

readiness for college-level coursework, or admission. (Education Code 60641)

The Superintendent or designee shall present districtwide, school-level, and grade-level results to the Governing Board at a regularly scheduled meeting. The Board shall not receive individual students' scores or the relative position of any individual student. (Education Code 49076, 60641)

(12/13 12/14) 3/16

Regulation: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: April 20, 2016

Adopted:

King City, California

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

GOVERNING BOARD

SUBJECT: Approval of Resolution #10:15/16 Proclaiming and Honoring California Day of the Teacher, May 11, 2016

MEETING: April 20, 2016

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

- Improve/Sustain Student Achievement through CAASPP Test and Other Assessment Measures
- Improve School Climate and Student Discipline in Support of Teaching, Learning and Student Safety
- Develop/Sustain Fiscal Crisis Long-Term Solution
- Ensure Board and Administrator Participation in CSBA's Masters in Governance and Other Trainings
- Ensure that Facilities are Safe for Staff and Students
- Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

The District would like to acknowledge the dedicated certificated professionals in the district and their contribution in fulfilling the mission of education to prepare our students for the future.

The District and Board of Education would like to recognize and honor Day of the Teacher on May 11, 2016.

Recommendation:

The recommendation is being made for the State Administrator to approve Resolution #10:14/15 Proclaiming and Honoring California Day of the Teacher May 11, 2015.

Fiscal Impact:

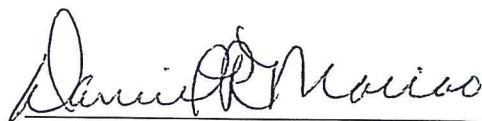
None.

Submitted By:



Daniel R. Moirao, Ed.D.
State Administrator

Approved:



Daniel R. Moirao, Ed.D.
State Administrator

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

**Resolution No. 10:15/16
Observance of
CALIFORNIA DAY OF THE TEACHER
May 11, 2016**

WHEREAS, over 3,500 committed teachers in Monterey County share their passion and love of learning to inspire more than 70,000 students across the county to learn and pursue their own dreams; and

WHEREAS, the South Monterey County Joint Union High School District recognizes California's standards for becoming a certificated teacher are among the highest in the nation and that our teachers not only provide the encouragement and support for our children to succeed, they also partner with parents, families, and the communities to improve student learning and help build a better California; and

WHEREAS, teachers demonstrate and share their love of learning in the classroom every day and fill many roles, as listeners, explorers, role models, motivators, and mentors; and, by doing so, are partners with parents and the community in inspiring students dreams and laying the foundation for them to be good citizens; and

WHEREAS, the South Monterey County Joint Union High School District Board of Education recognizes that the quality of all students' educational experiences depends significantly and vitally upon the quality of their teachers, because the influence of a good teacher continues long after school days are only memories:

WHEREAS, we recognize the dedication and hard work educators accomplish in their classrooms every day, but especially on May 11 to honor these committed professionals who are entrusted with fulfilling the mission of education to prepare our students for bright futures; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the South Monterey County Joint Union High School District does hereby adopt Resolution No. 10:15/16 to acknowledge the contributions of all dedicated teachers and recognizes May 11, 2016, as the Day of the Teacher; and, moreover, urges parents, students and the community to publicly show their appreciation for teachers and their contributions that improve our daily lives, our community and our futures.

PASSED AND ADOPTED by the State Administrator on April 20, 2016.

Daniel R. Moirao, Ed.D., State Administrator

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

GOVERNING BOARD

SUBJECT: Approval of Resolution #11:15/16 Proclaiming and Honoring Classified School Employee Week, May 15-21, 2016

MEETING: April 20, 2016

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

- Improve/Sustain Student Achievement through CAASPP Test and Other Assessment Measures
- Improve School Climate and Student Discipline in Support of Teaching, Learning and Student Safety
- Develop/Sustain Fiscal Crisis Long-Term Solution
- Ensure Board and Administrator Participation in CSBA's Masters in Governance and Other Trainings
- Ensure that Facilities are Safe for Staff and Students
- Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

The District would like to acknowledge the dedicated classified professionals in the district and for providing the efficient and effective support to certificated staff and for giving the student the type of individual attention and support they need to succeed academically.

The District and Board of Education would like to recognize and honor Classified School Employee Week, May 15-21, 2016.

Recommendation:

The recommendation is being made for the State Administrator to approve Resolution #11:15/16 Proclaiming and Honoring Classified School Employee Week, May 15-21, 2016.

Fiscal Impact:

None.

Submitted By:



Daniel R. Moirao, Ed.D.
State Administrator

Approved:



Daniel R. Moirao, Ed.D.
State Administrator

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Resolution No. 11:15/16 Proclaiming and Honoring Classified School Employee Week – May 15 – 21, 2016

WHEREAS, when a child rides the bus, eats a school breakfast or lunch, checks a book out from the school library, goes to the school office and attends school in a clean well maintained safe environment, he or she is touched by a classified school employee; and

WHEREAS, classified school employees in our school districts, County Office of Education and community colleges are the “backbone” of our public education system; and,

WHEREAS, the classified school employees of the South Monterey County Joint Union High School District provide efficient and effective support and ancillary services which are essential ingredients to excellent teaching, sound administration, and high achievement by students; and

WHEREAS, classified school employees are rarely in the spotlight, but are always central to the activities of our schools, for they serve with professionalism and dedication and set a high standard for caring and compassion; and

WHEREAS, many classified school employees serve as paraprofessionals providing direct assistance to certificated staff in the classroom and giving students the type of individual attention and support they need to succeed academically; and

WHEREAS, other classified employees perform vital clerical, transportation, food service, office support, maintenance of safe environments, and many other functions without which local school sites, and district offices, could not operate, and without which many students would not receive important educational and health-related services; and

WHEREAS, even as our system of public education depends on classified employees to serve students and staff, they often serve in challenging circumstances and, with diverse talents and true dedication, continue to nurture our students and support their colleagues;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the South Monterey County Joint Union High School District does hereby adopt Resolution No.11:15/16 to honor the contributions of classified school employees to quality education in Monterey County and recognizes the week of May 15-21, 2016 as Classified School Employee Week, an opportunity to pay homage to these valued members of Monterey County’s educational teams.

PASSED AND ADOPTED by the State Administrator on April 20, 2016.

Daniel R. Moirao, Ed.D., State Administrator

**SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
GOVERNING BOARD**

SUBJECT: Approval of Memorandum of Understanding with Monterey County Office of Education for Math Professional Development

MEETING: April 20, 2016

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

- Improve/Sustain Student Achievement through CAASPP Test and Other Assessment Measures
- Improve School Climate and Student Discipline in Support of Teaching, Learning and Student Safety
- Develop/Sustain Fiscal Crisis Long-Term Solution
- Ensure Board and Administrator Participation in CSBA's Masters in Governance and Other Trainings
- Ensure that Facilities are Safe for Staff and Students
- Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

The Memorandum of Understanding with the Monterey County Office of Education provides for five days of professional development in the Common Core State Standards for high school math during the 2015-2016 school year.

Recommendation:

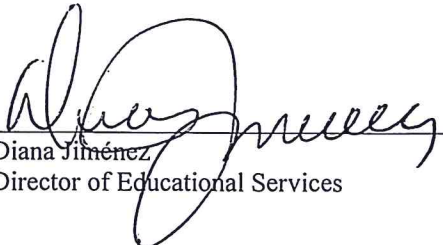
It is the recommendation of the District that the State Administrator approve the Memorandum of Understanding with the Monterey County Office of Education for math professional development services.

Fiscal Impact:


\$3,250.00 paid through the Teacher Effectiveness Grant.

Submitted By:

Approved:

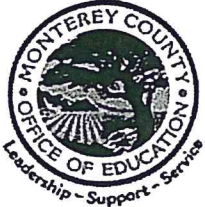


Diana Jiménez
Director of Educational Services



Daniel R. Moirao, Ed.D.
State Administrator

Please return Fully Signed Original Contract to the Business Services Department



Monterey County Office of Education
Memorandum of Understanding
Educational Services
2015-2016

1. GENERAL: This Memorandum of Understanding (MOU) is between the Monterey County Office of Education (MCOE) and the South Monterey County Joint Union High School (DISTRICT). The term of this MOU commences on September 28, 2015 and terminates on March 2, 2016.

2. SERVICES:

a. MCOE agrees to provide the following services to the DISTRICT:

Table with 2 columns and 7 rows listing services like Language and Literacy, Science, LCFF/LCAP, Leadership, Parent Education, Assessment, Mathematics, Positive School Culture, Educational Technology, Coaching, Technical Assistance, and Other.

b. Description of Services:

Support high school mathematics program, provide facilitation for benchmark grading/discussions.

3. RESPONSIBILITY OF THE PARTIES:

a. MCOE agrees to the following:

- Planning
Service Delivery
Follow-up

b. DISTRICT agrees to the following:

- Facilities & Technology: Provide reasonable accommodations for hosting the presentation with adequate room space, seating arrangements, and technical support.
Resources & Supplies: Participate by providing adequate numbers of materials to participants, which are specified by MCOE. DISTRICT may also request that MCOE provide the materials instead for an additional fee and sufficient notice of at least five (5) days.
Attendance: Provide MCOE with the total number of participants at least one (1) week before the training


4. PAYMENT:

a. Districts/Schools: South Monterey County Joint High School District shall pay MCOE in consideration of such services a total fee not to exceed \$3,250.

b. Direct Service Districts: South Monterey County Joint High School District will apply and deduct all Direct Service funds available to DISTRICT. See attached worksheet.

- c. **Transfer of funds:** Payment will be made in the form of a fund transfer after the work has been completed. The total sum to be transferred under this agreement shall be paid by June 30, 2016.
- 5. **INDEMNIFICATION:** DISTRICT shall hold MCOE, its officers, agents and employees harmless from all suits, claims and liabilities resulting from negligent acts or omissions of MCOE, its officers, agents or employees taken under this Agreement.
- 6. **TERMINATION:** This Agreement is subject to termination upon thirty (30) days written notice. In the event of early termination by DISTRICT, DISTRICT shall pay MCOE for all actual costs incurred through the effective date of termination.
- 7. **GOVERNING LAW:** The terms and conditions of the Agreement shall be governed by the laws of the State of California conducted in Monterey County, California.
- 8. **MODIFICATION OR ASSIGNMENT:**
This Agreement may not be assigned by either party without the express written consent of the other. No modification shall be effective unless approved in writing by MCOE and authorized representatives of the parties involved.

MONTEREY COUNTY OFFICE OF EDUCATION (MCOE)

By:  2/1/16
Signature

Garry P. Bousum
Typed Name

Associate Superintendent
Title

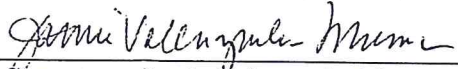
SCHOOL DISTRICT (DISTRICT)

By: _____
Signature

Typed Name

Title

EDUCATIONAL SERVICES (MCOE)

By: 
Signature, Jamie Valenzuela-Mumau, Ed.D.

Assistant Superintendent
Title

Proposed Activities for South Monterey CJHSD
with Linda Dilger

Location: Various School Sites TBD

Activity: Support high school mathematics program. Mrs. Dilger will provide facilitation for benchmark grading and discussion.

Date	Event	Fee Type	Fee
October 1, 2015	Greenfield High School – Math 1	Facilitation full day	\$650
October 27, 2015	King City High School – Math 1	Facilitation full day	\$650
October 29, 2015	Administrative Support – Walk-throughs	Facilitation full day	\$650
December 3, 2016	Greenfield High School – Math 1	Facilitation full day	\$650
March 2, 2016	Math 1 Debrief	Facilitation full day	\$650

TOTAL \$3,250

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

GOVERNING BOARD

SUBJECT: Approval of Contract with the County of Monterey Health Department, Behavioral Health Bureau **MEETING:** April 20, 2016

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

- Improve/Sustain Student Achievement through CAASPP Test and Other Assessment Measures
- Improve School Climate and Student Discipline in Support of Teaching, Learning and Student Safety
- Develop/Sustain Fiscal Crisis Long-Term Solution
- Ensure Board and Administrator Participation in CSBA's Masters in Governance and Other Trainings
- Ensure that Facilities are Safe for Staff and Students
- Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

The District has had a contract since the 2014-15 school year with the County of Monterey Health Department to supply a Behavioral Health Counselor, this is the renewal of that contract for the 2016-17 school year.


Recommendation:

The recommendation is being made for the State Administrator to approve the contract with the County of Monterey Health Department.

Fiscal Impact:


\$66,000 - State funding received over the last year which is dedicated for this use.

Submitted By:



Duane Wolgamott
Chief Business Official

Approved:



Daniel R. Moirao, Ed.D.
State Administrator

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE COUNTY OF MONTEREY, BY AND THROUGH
THE COUNTY OF MONTEREY HEALTH DEPARTMENT,
BEHAVIORAL HEALTH BUREAU
AND
SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT**

This Memorandum of Understanding (hereafter referred to as “MOU”) is developed and entered into effective the **1 day of July**, which date is enumerated for purposes of reference, by and between the Monterey County Health Department, Behavioral Health Bureau (hereinafter referred to as “County”) and **South Monterey County Joint Union High School District** (hereinafter referred to as “District” or “School District”), together referred to as “Parties” and singularly as “Party.”

RECITALS:

WHEREAS, the School District is the recipient of Local Control Funding Formula (LCFF) funds due to changes in the FY 2013–14 State budget package which replaced the previous K–12 finance system with the new LCFF;

WHEREAS, the School District is required to develop a Local Control and Accountability Plan (LCAP) and has identified in that plan the need to provide therapeutic services to students who require such services;

WHEREAS, the County provides behavioral health services through the Health Department’s Behavioral Health Bureau and to the extent that annual funding allows, is committed to assisting schools in Monterey County with the provision of therapeutic services to students who require them;

WHEREAS, the School District has requested assistance from the County for the provision of therapeutic services to enrolled students; and

NOW THEREFORE, this MOU is created for the purpose of setting forth the terms and conditions under which the County and the District will collaborate to ensure provision of therapeutic services to the students of the District.

1. Term of MOU

This MOU shall be in full force commencing **July 1, 2016 and ending June 30, 2017**, unless terminated or amended pursuant to this MOU.

2. Services and Responsibilities of the County

- a. The County will assign to District 1 Full Time Equivalent (“FTE”) therapists (“Therapists”) for the provision of behavioral health services (“Therapeutic Services”) for

students in School District. Therapeutic Services shall include, individual therapy, group therapy, family therapy, parent and/or teacher consultation, treatment planning, and the provision of classroom observation, teacher training, parent education, and referrals for crisis intervention as needed. The County shall maintain the files and all required documents relating to any Therapeutic Services provided by Staff to all students pursuant to this MOU. The County shall respond to any requests from a student or his/her parent or guardian regarding such services, files, or documents.

b. To offset the costs to the School Districts as outlined in Section 4, Payment Provision of this MOU, the County will provide additional funding from Medi-Cal billing revenue and the Mental Health Services Act (“MHSA”) for each Therapist per County fiscal year.

c. The County shall be solely responsible for managing, monitoring, and overseeing Staff in the provision of Therapeutic Services, including the scheduling of Therapeutic Services, at the District.

d. The County ensures that the Therapists and Interns (“Staff”) that it assigns to the District will perform the scope of activities and services required to fulfill the therapeutic services needed by the District’s students. The Staff shall be employees of the County, and the County shall pay all salaries and expenses owed to the Staff related to the Staff’s services for the District pursuant to this MOU. The District’s only financial obligation to the County or Staff shall be the payments to County described in Section 4 (a) of this MOU.

e. The County will manage and monitor the status of therapeutic services provided in the District and will report data required by the District and which conforms to the Confidentiality of Patient Information Certification included as Exhibit A to this MOU.

f. The County will provide office furniture and supplies; IT equipment and IT support necessary in order to appropriately equip the Staff with the appropriate furniture, supplies and equipment necessary for County business. The furniture, equipment and supplies will be owned and maintained by the County. In the event of termination of services, the County will retrieve all County-owned equipment furniture and supplies.

g. The County will provide and service the IT needs of the Staff assigned to work in the District.

h. The County shall designate a Services Manager or designee who will oversee and be the point of contact for the District for any and all issues associated with the services to be provided by the County as described in this MOU.

i. If either Party is ever audited, the other Party will provide assistance as may be helpful or necessary.

j. The County agrees to meet as needed with the District Manager or designee to ensure appropriate, efficient and effective implementation of the services rendered by County Staff.

3. Services and Responsibilities of the District

a. The District agrees to provide office and/or meeting space and any equipment necessary (other than the equipment provided by County in Section 2(f) of this MOU) for the implementation of services provided by Staff. In the event of termination of services, the County will retrieve all County-owned equipment, furniture, and supplies.

b. The District agrees to compensate the County for the services provided by the Therapists at a rate of \$67,000 per County fiscal year as outlined in Section 4(a), Payment Provisions, of this MOU.

c. The District will assign a District Manager or designee to serve as the point of contact for the County for any all issues associated with this MOU.

d. The District agrees to meet as needed with the County Service Manager or designee and/or the County Staff assigned to work in the District to ensure appropriate, efficient and effective implementation of the services rendered by County Staff.

4. Payment Provisions

a. Subject to the limitations set forth herein, School District shall pay County **\$67,000.00** for the provision of County’s services during the term of this Agreement and in accordance with the following schedule:

Period	FTE Total	Maximum Annual Amount
July 1, 2016 to June 30, 2017	1 FTEs @ \$67,000.00 each	\$67,000.00 --1 st semiannual payment of \$33,500.00 shall be invoiced on or about December 31, 2016. --2 nd semiannual payment of \$33,500.00 shall be invoiced on or about June 30, 2017.

b. The County shall prepare and submit its invoice for the requested amount, as described in Section (a) above, along with such other information pertinent to the invoice, and submit to the School District at the following address:

South Monterey County Joint Union High School District
800 Broadway Street
King City, CA 93930

School District shall pay the County's invoice in the requested amount within 30 days of receiving the County's invoice.

c. If for any reason this MOU is terminated, the School District's maximum liability shall be the total utilization to the date of termination not to exceed the maximum amount listed above.

d. As an exception to Section (c) above with respect to the Survival of Obligations after Termination, School District shall continue to remain obligated under this MOU with regard to payment for services required to be rendered after termination.

e. Subject to the limitations set forth herein, the County shall provide additional funds using MHSA and Medi-cal billing revenue for the provision of County's services during the term of this Agreement for funding not covered by the School District's allotment per Section 4(a) of this MOU.

5. Exhibits

The following attached exhibits are incorporated herein by reference and constitute as a part of this Memorandum of Understanding:

EXHIBIT A: CONFIDENTIALITY OF PATIENT INFORMATION CERTIFICATION
(executed by County and District)

EXHIBIT B: COUNTY INSURANCE

EXHIBIT C: SCHOOL DISTRICT INSURANCE

6. Screening

The Parties shall comply with applicable laws, regulations, and District policies related to criminal records checks, fingerprinting, and tuberculosis screenings.

7. Maintenance and Confidentiality of Patient Information

a. The County shall maintain clinical records for each recipient of service in compliance with all state and federal requirements and Exhibit A. Such records shall include a description of all services provided by the County in sufficient detail to make possible all evaluation of services, and all data necessary to prepare reports to the State, including treatment plans, records of client interviews, and progress notes. The County shall retain clinical records for a minimum of seven (7) years and, in the case of minors, for at least one (1) year after the minor has reached the age of majority, but for a period of no less than seven years.

b. The County and District shall comply with the confidentiality requirements set forth in Exhibit A and incorporated by reference as if fully set forth herein.

8. Modification

This MOU may be modified only by an instrument in writing signed by the County and the District.

9. Termination

- a. Termination Without Cause. Either Party may cancel this MOU at any time upon thirty (30) calendar days of written notice.
- b. Termination With Cause. Either Party may terminate this Agreement upon the material breach of this Agreement by the other Party by giving the other party fifteen (15) days' prior written notice of such breach. If such breach is not cured by the breaching party within fifteen (15) days of receipt of this notice, this Agreement shall terminate at the end of such fifteen (15) day period.

10. Assignment

This MOU may not be assigned without the prior written consent of the Parties.

11. General Provisions

- a. All work described herein shall be performed in accordance with applicable Federal, State and local laws and regulations,
- b. Non-discrimination. During the performance of this Agreement, the Parties shall not unlawfully discriminate against any person because of race, religion, color, sex, national origin, ancestry, mental or physical handicap, medical condition, marital status, age (over 40), or sexual orientation, either in the Parties' employment practices or in the furnishing of services to recipients. The Parties shall insure that the evaluation and treatment of its employees and applicants for employment and all persons receiving and requesting services are free of such discrimination. The provision of services primarily or exclusively to such target population as may be designated in this Agreement shall not be deemed to be unlawful discrimination. In addition, School District's facility access for the disabled shall comply with § 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794).
- c. Third Party Rights. Nothing in this MOU shall be construed to give any rights, benefits, or obligations to anyone other than School District and the County.
- d. Independent Contractor. The County shall act as an independent contractor in the performance of the duties hereunder, and no officer, employee or agent of the County under this MOU shall be deemed to be an officer, employee or agent of the District in carrying out the duties of this MOU. Nothing in this MOU shall create any of the rights, powers, privileges or immunities of an employee of the District.

- e. The County's obligations with regard to any personnel it retains, employs, or contracts with shall include paying all federal and state withholding taxes applicable to employees and complying with federal and state wage-hour obligations (including overtime), workers' compensation obligations, unemployment insurance obligations, and other applicable taxes and contributions to government mandated employment related insurance and similar programs.

12. Mutual Indemnification

- a. The District shall indemnify, defend, and hold harmless the County of Monterey (hereinafter "County"), its officers, agents and employees from any claim, liability, loss, injury or damage rising out of, or in connection with, performance of this MOU by The District and/or its agents, employees or Collaborators, excepting only loss, injury or damage caused by the negligence or willful misconduct of personnel employed by the County. It is the intent of the parties to this MOU to provide the broadest possible coverage for the County. The District shall reimburse the County for all costs, attorneys' fees, expenses and liabilities incurred with respect to any litigation in which The District is obligated to indemnify, defend and hold harmless the County under this MOU.
- b. County shall indemnify, defend, and hold harmless the District, its officers, agent and employees from any claim, liability, loss, injury or damage arising out of, or in connection with, performance of this MOU by the County and/or its agents, employees or Collaborators, excepting only loss, injury or damage caused by the negligence or willful misconduct of personnel employed by the District. It is the intent of the parties to this MOU to provide the broadest possible coverage for the District. The County shall reimburse the District for all costs, attorneys' fees, expenses and liabilities incurred with respect to any litigation in which the County is obligated to indemnify, defend and hold harmless the District under this MOU.

13. Insurance

- a. County Insurance. The County shall secure and maintain the insurance coverage or self-insurance described in Exhibit B, a copy of which is attached hereto and incorporated herein by this reference.
- b. School District Insurance. School District shall secure and maintain the insurance coverage or self-insurance described in Exhibit C, a copy of which is attached hereto and incorporated herein by this reference.

14. Cultural Competency and Linguistic Accessibility

- a. The Staff shall provide services in a culturally competent manner to assure access to services by all eligible individuals as required by Department of Health Care Service's regulations and policies and other applicable laws. Cultural competency is defined as a congruent set of practice skills, behaviors, attitudes, and policies that enable staff to work

effectively in providing contractual services under this MOU in cross-cultural situations. Specifically, the Staff's provision of services shall acknowledge the importance of culture, adapt services to meet culturally unique needs, and promote congruent skills, behaviors, attitudes, and policies enabling all persons providing services to function effectively in cross-cultural situations.

b. The District shall provide linguistically accessible services to assure access to services by all eligible individuals as required by Department of Health Care Service's regulations and policies and other applicable laws. Specifically, the District shall provide services to eligible individuals in their primary language through linguistically proficient staff or interpreters. Family members, friends, or neighbors may be used as interpreters only in emergency situations.

c. For the purposes of this section, "access" is defined as the availability of medically necessary mental health services in a manner that promotes, provides the opportunity for and facilitates their use.

15. Notices

Any notices to be given hereunder to a Party shall be made via U.S. Mail or express courier to such Party's address given below, and/or via facsimile to the facsimile telephone numbers listed below.

If to School District, to:
South Monterey County Joint Union High
School District
800 Broadway St., King City, CA 93930
Attn: Dr. Daniel Moirao
Tel: 831-385-0606 ext. 4304
Fax: 831-385-0695

If to the County, to:
Monterey County Health Department,
1270 Natividad Road, Salinas, CA 93906
Attn: Health Director
Tel: 831-755-4526
Fax: 831-755-4797

This MOU constitutes the entire MOU between the parties and supersedes all previous communications, representations or MOUs regarding this subject, whether written, or oral, between the parties.

Consent to the terms of this MOU is indicated by the authorized signatures affixed and dated below.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the day and year written below.

MONTEREY COUNTY

SOUTH MONTEREY COUNTY JOINT UNION
HIGH SCHOOL DISTRICT

By: _____
School District

Dated: _____

Daniel R. Moirao, Superintendent
Printed Name and Title

Elsa Jimenez, Interim Director of Health

Dated: _____

Dated: _____

By: _____
(Signature of Secretary, Asst. Secretary, CFO, Treasurer or Asst. Treasurer)*

Approved as to Fiscal Provisions²

Printed Name and Title

Gary Giboney, Auditor/Controller

Dated: _____

Dated: _____

Approved as to Liability Provisions³

Steve Mauck, Risk Management

Dated: _____

Approved as to Form ¹

Stacy L. Saetta, Deputy County Counsel

Dated: _____

*INSTRUCTIONS: If CONTRACTOR is a corporation, including limited liability and non-profit corporations, the full legal name of the corporation shall be set forth above together with the signatures of two specified officers. If CONTRACTOR is a partnership, the name of the partnership shall be set forth above together with the signature of a partner who has authority to execute this Agreement on behalf of the partnership. If CONTRACTOR is contracting in an individual capacity, the individual shall set forth the name of the business, if any, and shall personally sign the Agreement.
¹Approval by County Counsel is required; if Agreement is \$100,000 and less approval by County Counsel is required only when modifications are made to any of the Agreement's standardized terms and conditions. ²Approval by Auditor-Controller is required. ³Approval by Risk Management is necessary only if changes are made in Sections XI or XII.

EXHIBIT A

CONFIDENTIALITY OF PATIENT INFORMATION CERTIFICATION

Confidentiality of Patient Information and Records. All Patient Information is confidential. The Parties shall maintain the confidentiality of all patient records, including billings and computerized records, in accordance with all applicable state and federal law relating to confidentiality of patient records and patient information, including but not limited to: the Standards for Privacy of Individually Identifiable Health Information, 45 C.F.R. Part 160 and Part 164, Subparts A and E as amended from time to time (the "Privacy Rule"), the Breach Notification Standards, 45 C.F.R. Part 160 and Part 164, Subparts A and D (the "Breach Notification Rule"), and with the Security Standards, 45 C.F.R. Part 160 and Part 164, Subpart C as amended from time to time (the "Security Rule"), under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), as amended by the Health Information Technology for Economic and Clinical Health Act and its implementing regulations ("HITECH"); the federal Confidentiality of Alcohol and Drug Abuse Patient Records under 42 U.S.C. § 290dd-2 and 42 C.F.R. Part 2 (the "Part 2 Regulations"); the Lanterman-Petris-Short Act ("LPS"), California Welfare and Institutions Code sections 5328, *et seq.*; California substance abuse laws at California Health & Safety Code sections 11812 and 11845.5; Medi-Cal laws at 45 C.F.R. § 205.50, 42 C.F.R. § 431.300 *et seq.*; the Confidentiality of Medical Information Act ("CMIA"), California Civil Code sections 56.00 *et seq.*; California laws governing HIV/AIDS records at California Health & Safety Code § 120975; and California Civil Code Section 1798.29

"Patient Information" includes any individually identifying information related to a patient/recipient of behavioral health services, including, but not limited to, name, identifying numbers, symbol, fingerprint, photograph or voice print. In addition, "Patient Information" includes all health information the Parties have obtained about a patient/recipient of services, including the mere fact that patient is receiving alcohol or drug treatment from the County or has been referred to an alcohol or drug treatment program by the County, whether or not a documentary record of such information exists.

Ownership of Data. All Patient Information created or received by the County in connection with the provision of behavioral health services under this Agreement shall be and remain the property of the County and the County shall retain exclusive rights and ownership thereto. Such information shall be referred to henceforth as "County Data".

Use and Disclosure of Information. In relation to the services being provided by the County pursuant to this MOU, the District may require access to County Data regarding the progress of students receiving the therapeutic services. The County shall disclose County Data to District solely as set forth below. The County may provide County Data to District pursuant to a valid authorization for such disclosure from the patient/recipient of the Services or his or her legally authorized representative, or as required by law. The County also may provide County Data that has been de-identified in accordance with 45 C.F.R. Section 164.514 to District as necessary in connection with its performance of Services under this Agreement.

District shall use County Data or Patient Information obtained from contact with patients/recipients of Services and complainants (including anonymized data) only for the purpose(s) for which use or disclosure was authorized and shall implement appropriate safeguards to maintain the confidentiality of such information and to prevent further use or disclosure. District acknowledges that County Data regarding a patient whose records are subject to the Part 2 Regulations may not be re-disclosed to another entity without specific authorization from the patient or his/her legally authorized representative for such re-disclosure. In addition, District shall obtain the County's prior written consent to any disclosure of County Data, except as required by law. The County, through the Behavioral Health Director, shall have access to any Patient Information obtained by District in connection with its performance under this Agreement.

The Parties shall not disclose Patient Information, including the identities of patients/recipients of service, to other parties without proper authorization for such disclosure or as authorized by law.

In relation to the services being provided by County pursuant to this MOU, the County may also require access to District records and information, including but not limited to "education records" relating to the students receiving the therapeutic services ("District Data"). The County will use District Data only for the purpose of fulfilling its duties under this MOU and will not share such data (including anonymized data) with, or disclose it to, any third party without the prior written consent of the District, except as required by law and except to third party contractors retained by the County to provide services related to this MOU.

The County will provide access to District Data to its employees, subcontractors and third party contractors who need to access the data to fulfill the County obligations under this MOU. The County will ensure that employees and subcontractors who perform work under this MOU are bound to strict obligations of confidentiality no less rigorous than those set forth herein. If the County will have access to "education records" for the District's students as defined under the Family Educational Rights and Privacy Act (FERPA), the County acknowledges that for the purposes of this MOU it will be designated as a "school official" with "legitimate educational interests" in the District education records, as those terms have been defined under FERPA and its implementing regulations, and the County agrees to abide by the FERPA limitations and requirements imposed on school officials. The County shall train Staff and all of its responsible employees on how to comply with those responsibilities imposed by FERPA, through this MOU, which are applicable to the County, Staff, and County's employees. Vendor will use the education records only for the purpose of fulfilling its duties under this MOU for District's and the students' benefit, and will not share such data with or disclose it to any third party except as provided for in this MOU, required by law, or authorized in writing by the District.

If the District receives a subpoena, warrant, or other legal order, demand, including requests pursuant to the California Public Records Act (Gov. Code, §§ 6250, *et seq.*) ("requests") or requests seeking County Data, the District may advise the requesting party that the documents are not in the District's possession and that all requests should be directed to the County. The District shall respond to any such requests seeking District Data.

Upon termination or expiration of this MOU, the County will return or securely destroy District Data as directed by the District. Transfer to the District or a third party designated by the District shall occur within a reasonable period of time, and without significant interruption in service. In the event that the District requests destruction of District Data, the County agrees to securely destroy all data in its possession and in the possession of any subcontractors or agents to which the County might have transferred District Data. The County agrees to provide certification of data destruction to the District upon request.

District shall return or securely destroy County Data as directed by the County. Transfer to the County or a third party designated by the party shall occur within a reasonable period of time, and without significant interruption in service. In the even that County requires destruction of County Data, District agrees to securely destroy all data in its possession and in the possession of any subcontractors or agents to which the District may have transferred County Data. District agrees to provide certification of data destruction to County upon request.

Penalty for Unauthorized Disclosure. The Parties understand that disclosure of Patient Information in violation of law may subject the party releasing the information to civil and/or criminal fines, penalties, and damages.

Duty to Warn. The Parties understand that persons providing services under this MOU may, in certain situations involving a patient or recipient of services who is a danger to himself or others, have a duty to warn third parties of such danger and should consult supervisory staff and/or legal counsel about such duty to warn as appropriate.

Dissemination of these Confidentiality Provisions. The Parties shall inform all of their officers, employees, and agents providing services hereunder of these provisions.

<p><i>By my signature below, as the authorized representative of the District, I certify acceptance and understanding for myself and the District of the above confidentiality provisions.</i></p>	<p><i>By my signature below, as the authorized representative of the County, I certify acceptance and understanding for myself and the County of the above confidentiality provisions.</i></p>
<p>_____</p>	<p>_____</p>
<p>Signature of Authorized Representative</p>	<p>Signature of Authorized Representative</p>
<p>_____</p>	<p>_____</p>
<p>Name of Authorized Representative (printed)</p>	<p>Name of Authorized Representative (printed)</p>
<p>_____</p>	<p>_____</p>
<p>Title of Authorized Representative</p>	<p>Title of Authorized Representative</p>
<p>Date: _____</p>	<p>Date: _____</p>

EXHIBIT B
COUNTY INSURANCE

The County certifies that it maintains a program of insurance and self-insurance that covers its activities in connection with this MOU as follows:

1. Professional Liability Insurance or self-insurance with financially-owned and reputable companies with limits of one million dollars (\$1,000,000) per claim and a general aggregate of three million dollars (\$3,000,000). If such insurance is written on a claims-made form, it shall continue for three (3) years following termination of this MOU. The insurance shall have a retroactive date prior to coinciding with the effective date of this MOU. In the event that a claims-made policy is canceled or non-renewed, then the County shall obtain extended reporting (tail) coverage for the remainder of the three (3) year period.
2. Commercial General Liability Self-Insurance. The County shall maintain self-insurance with a self-insured retention of one million dollar (\$1,000,000) and coverage of five million dollars (\$5,000,000) in the aggregate.
3. Worker's Compensation Insurance in a form and amount covering the County's full liability as required by law under the Workers' Compensation Insurance and Safety Act of the State of California as amended from time to time.

The coverage referred to in Section 2 above shall be **documented with a letter of self-insurance provided by the County of Monterey**. Such a provision shall only apply, however, in proportion to and to the extent of the negligent acts or omissions of the County, its officers agents, and/or employees. The County upon execution of this MOU, shall furnish School District with Certificates of Insurance or **Letter of Self-Insurance** evidencing compliance with all requirements. Certificates shall further provide for thirty (30) days advance written notice to School District of any modification, change or cancellation of any of the above insurance coverages.

EXHIBIT C

SCHOOL DISTRICT INSURANCE

School District certifies that it maintains a program of insurance and self-insurance that covers its activities in connection with this MOU as follows:

1. Professional Liability Insurance or self-insurance with financially-owned and reputable companies with limits of one million dollars (\$1,000,000) per claim and a general aggregate of three million dollars (\$3,000,000). If such insurance is written on a claims-made form, it shall continue for three (3) years following termination of this MOU. The insurance shall have a retroactive date prior to coinciding with the effective date of this MOU. In the event that a claims-made policy is canceled or non-renewed, then School District shall obtain extended reporting (tail) coverage for the remainder of the three (3) year period.
2. Commercial General Liability Self-Insurance. School District shall maintain self-insurance with a self-insured retention of one million dollar (\$1,000,000) and coverage of five million dollars (\$5,000,000) in the aggregate.
3. Worker's Compensation Insurance in a form and amount covering School District's full liability as required by law under the Workers' Compensation Insurance and Safety Act of the State of California as amended from time to time.

The coverage referred to in Section 2 above shall be endorsed to include the County as an additional insured. Such a provision shall only apply, however, in proportion to and to the extent of the negligent acts or omissions of School District, its officers, agents, and/or employees. School District, upon execution of this MOU, shall furnish the County with Certificates of Insurance evidencing compliance with all requirements. Certificates shall further provide for thirty (30) days advance written notice to the County of any modification, change, or cancellation of any of the above insurance coverages.

**SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL
DISTRICT**

SUBJECT: Agreement to Hire Interim Superintendent

MEETING: April 20, 2015

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

GOVERNING BOARD

Board Goals:

- Improve/Sustain Student Achievement through CAASPP Test and Other Assessment Measures
- Improve School Climate and Student Discipline in Support of Teaching, Learning and Student Safety
- Develop/Sustain Fiscal Crisis Long-Term Solution
- Ensure Board and Administrator Participation in CSBA's Masters in Governance and Other Trainings
- Ensure that Facilities are Safe for Staff and Students
- Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

Because local control is tentatively scheduled to return to the South Monterey County Joint Union High School District on July 1, 2016.

Because three of five of the current Board of Education members have served less than one year as Board members, and because there remains several outstanding issues that may have significant impact upon this school district and its governance (i.e. unification, working with a State Trustee, and hiring a Superintendent), this Board has determined that in the best interest of our students, staff, communities and school district to retain the services of Dr. Daniel Moirao for at least one more year as an interim Superintendent.

Dr. Moirao has agreed to serve as the interim Superintendent.

In considering this action, we have studied what it would take to make this happen by comparing the salaries of other Superintendents in our area (using data from 2014, knowing all have received anywhere from 5 -12% salary increases since that time, comparison chart is attached). Until such time as this board regains authority to enter contracts, we have agreed that at this time we will enter a formal contract of agreement for services with Dr. Moirao for the academic year 2016-2017.

Recommendation:

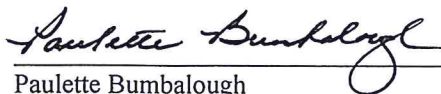
It is recommended that the Board of Education of the South Monterey County Joint Union High School District agree to ratify a contract of services with Dr. Daniel Moirao immediately upon regaining local control.

Fiscal Impact:

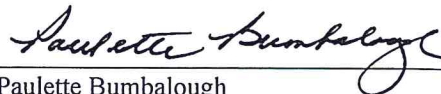
Undetermined at this time

Submitted By:

Approved:



Paulette Bumbalough
President, Board of Education



Paulette Bumbalough
President, Board of Education

Comparative Superintendent Salaries

All salaries listed have received a minimum of 5% increase (in brackets) on July 1, 2015, except for the State Administrator. It is safe to assume there will be an additional increase in each on July 1, 2016

District	Position Title	Salary (with 5% increase)	Ranking	HWB Contribution	Additional Stipends	Other	Total Compensation	Total Compensation Ranking
Greenfield Union SD	Superintendent	\$192,628 (202,259)*	1	\$15,059	\$29,400	ACSA membership, CALSA, Rotary Club	\$237,087 (\$246,718)	1
Gonzales USD	Superintendent	\$180,925 (189,971)	2	\$32,767	\$8,880	ACSA membership, ASCD and Rotary	\$222,572 (\$231,618)	2
Soledad USD	Superintendent	\$180,000 (189,000) **	3	\$23,178	\$11,880	ACSA membership and one additional	\$215,058 (\$231, 258)	3
South Monterey County Joint Union High School District	State Administrator	\$174,000 (\$181,830) ***	4	\$12,000	\$27,600	ACSA, AASA, membership and other civic organizations	\$213,600 (\$221,430)	4
King City Union SD	Superintendent	\$161,721 (\$169,230)	5	\$27,991	\$1,900	Not stated	\$189,2712 (\$199, 120)	5

* I have been informed that since the new school board has been seated additional compensation has been added to the Superintendent's contract. I have not confirmed that information. This is for a 220 day work year and is compensated at his daily rate for each day beyond 220.

** I have been informed this was a 9% bump from the prior year. I have not confirmed that information at this time.

*** This represents a 4.5% increase granted by the state. All administrative staff in the district increased by 9%. This is for a 247 day work year

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

GOVERNING BOARD

SUBJECT: Approval of State of California Cal-Card Purchasing Card Program

MEETING: April 20, 2016

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

- _____ Improve/Sustain Student Achievement through CAASPP Test and Other Assessment Measures
- _____ Improve School Climate and Student Discipline in Support of Teaching, Learning and Student Safety
- _____ Develop/Sustain Fiscal Crisis Long-Term Solution
- _____ Ensure Board and Administrator Participation in CSBA's Masters in Governance and Other Trainings
- _____ Ensure that Facilities are Safe for Staff and Students
- X _____ Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

The District has attached a Policy and Procedures draft manual and application forms for the State of California Cal-Card Purchasing Card Program.

The District is operating without a District Credit Card and it has restricted the District in securing items such as Airline and Hotel reservations for District travel, as well as prevented us from being able to access Amazon.com pricing deals. Our current process also requires employees at times to spend money out of their pocket to make these travel arrangements and request District reimbursement later.

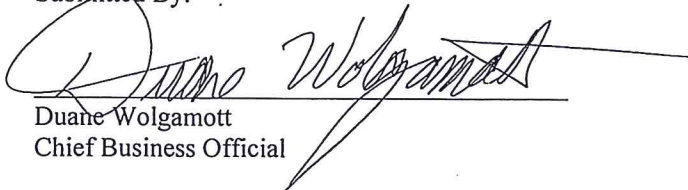
Recommendation:

The District is recommending that the State Administrator approval the District contracting with the State of California Cal-Card Purchasing Card Program.

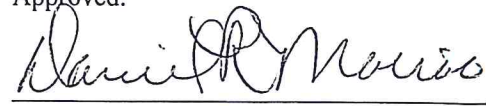
Fiscal Impact:

Saving in staff time in making reservations.

Submitted By:


Duane Wolgamott
Chief Business Official

Approved:


Daniel R. Moirao, Ed.D.
State Administrator

CAL-Card ®

Request to Participate Form

AGENCY INFORMATION:

_____ <u>South Monterey County Joint Union High School District</u> _____ Legal Name of California Tax Funded Agency	_____ <u>77-0320708</u> _____ Tax ID Number
_____ <u>Kenneth Duane Wolgamott - Chief Business Official</u> _____ Name of Contact Person at Agency	_____ <u>3/23/2016</u> _____ Date
_____ <u>800 Broadway Street</u> _____ Mailing Address	_____ <u>831-385-0606 ext 4338</u> _____ Phone
_____ <u>King City, CA 93930</u> _____ City, State, Zip Code	_____ <u>dwolgamo@smcjuhsd.org</u> _____ Email Address
_____ <u>6</u> _____ Estimated number of Cards	_____ <u>5000</u> _____ Estimated monthly spend

REQUIRED DOCUMENTS:

State agencies:

Complete and submit the following to U.S. Bank:

- This Request to Participate form.
- Completed State Agency Subscription Agreement (formatted Std. 213).
- Completed W-9 form (Note: Complete Sections 1 and 4 only. Do not complete Section 2.)

Local agencies (cities, counties, special districts, schools districts and other non-state agencies):

Complete and submit the following to U.S. Bank:

- This Request to Participate form.
- Signed Local Agency Subscription Agreement; Include signed Certificate of Authority (if applicable).
- Completed W-9 form (Note: Complete Sections 1 and 4. Section 2 is optional.)
- Three years of audited financial statements; check one box to indicate how financials will be provided.

_____	Paper copy mailed with original documents
_____	PDF copy emailed to cpsmidmarketsalescoordinator@usbank.com
_____	Documents available online at: <i>provide web address</i>
<input checked="" type="checkbox"/>	http://www.smcjuhsd.org/apps/pages/index.jsp?type=d&uREC_ID=272949&pREC_ID=602524

To ensure all documents are completed properly, please check for the following:

- Legal names must be used; documents with abbreviated legal names cannot be processed.
- All documents must be dated and titles must be consistent throughout.

SUBMITTAL INSTRUCTIONS:

Please send required documentation (listed above) to the CAL-Card Sales Coordinator at:

Email (preferred): cpsmidmarketsalescoordinator@usbank.com

U.S. Mail (optional): U.S. Bank
901 Marquette Avenue, EP-MN-A17S
Minneapolis, MN 55402

NOTE: Submit W-9 as directed therein.

U.S. Bank will contact you to confirm receipt of this Request to Participate Form. After U.S. Bank's review is complete, an implementation manager will contact you to set up your program.

QUESTIONS? Email us at: cpsmidmarketsalescoordinator@usbank.com

For U.S. Bank Internal Use Only

Date Submitted _____ Circle one: <\$5MM> \$5MM

Banker's Employee ID _____ Treasury Management Employee ID _____

IPM _____ RM _____ AM _____

**State of California Participating Addendum No. 7-14-99-22
Local Agency Subscription Agreement**

This Local Agency Subscription Agreement ("Local Agency Subscription Agreement") constitutes an agreement to participate under the terms and conditions of the Purchase Card Services Participating Addendum No. 7-14-99-22 ("Participating Addendum") signed September 29, 2014 and entered into by U.S. Bank National Association ("U.S. Bank") and the State of California, Department of General Services ("State"). This Local Agency Subscription Agreement is entered into by U.S. Bank and the "Local Governmental Agency" identified herein, and shall become effective upon signing by U.S. Bank ("Effective Date").

RECITALS

- A. The State has entered into the Participating Addendum for the purpose of making available a Purchase Card Program as described in the Participating Addendum for use by State of California state agencies and local governmental agencies;
- B. The State is willing to permit Local Governmental Agency to participate in the Purchase Card Program provided that Local Governmental Agency assumes all responsibility and liability for Local Governmental Agency's performance of the terms and conditions of the Participating Addendum as if Local Governmental Agency was the entity signing the Participating Addendum, but Local Governmental Agency shall not be liable for the acts and omissions of the State under the Participating Addendum or this Local Agency Subscription Agreement. The State shall not bear liability or responsibility for Local Governmental Agency under the Participating Addendum or this Local Agency Subscription Agreement; and
- C. Local Governmental Agency has received a copy of the Participating Addendum from the State, and after a thorough review of the Participating Addendum, desires to participate as a Local Governmental Agency under the Participating Addendum. Participating Addendum No. 7-14-99-22 is incorporated into this Local Agency Subscription Agreement in its entirety and all terms and conditions of the Participating Addendum apply to the Local Governmental Agency.

AGREEMENT

Now therefore, in consideration of the foregoing Recitals, the mutual premises and covenants set forth in the Participating Addendum, which are incorporated herein by reference, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, all parties agree as follows:

1. **Local Governmental Agency Responsibility.** Local Governmental Agency agrees to accept and perform all duties, responsibilities and obligations required of Participating Agencies as set forth in the Participating Addendum.
2. **Authority.** The representations, warranties and recitals of Local Governmental Agency set forth in this Local Agency Subscription Agreement and the Participating Addendum constitute valid, binding and enforceable agreements of Local Governmental Agency. All extensions of credit made to Local Governmental Agency pursuant to this Local Agency Subscription Agreement and the Participating Addendum will be valid and enforceable obligations of Local Governmental Agency and Local Governmental Agency shall pay to U.S. Bank all Debts incurred by Local Governmental Agency in accordance with the terms of the Participating Addendum and this Local Agency Subscription Agreement. The execution of this Local Agency Subscription Agreement and the performance of the obligations hereunder and under the Participating Addendum are within the power of Local Governmental Agency, have been authorized by all necessary action and do not constitute a breach of any contract to which Local Governmental Agency is a party or is bound.
3. **Purpose of Card Use.** Local Governmental Agency declares that cards shall be used for official Local Governmental Agency purchases only, and shall not be used for individual consumer purchases or to incur consumer debt. Local Governmental Agency warrants that it possesses the financial capacity to perform all of its obligations under the Participating Addendum and this Local Agency Subscription Agreement.
4. The notice address for Local Governmental Agency is:

South Monterey County Joint Union High School District
800 Broadway Street
King City, CA 93930
Attn: Kenneth Duane Wolgamott, Chief Business Official

5. **Billing Statements.** Local Governmental Agency may choose to have Statements for all Accounts with Central Billing (1) delivered by U.S. mail ("Paper Statements"); (2) made available electronically ("Electronic Statement(s)") for Local Governmental Agency to access on its own through the account management system or (3) both delivered as Paper Statements and made available as Electronic Statements. If Local Governmental Agency chooses Electronic Statements only, that is, option (2) herein, U.S. Bank will suppress delivery of Paper Statements.
6. **Authorization.** Local Governmental Agency certifies to U.S. Bank that the person executing this Local Agency Subscription Agreement is authorized by Local Governmental Agency in accordance with its organization rules and applicable law to bind

Local Governmental Agency to the terms and conditions of this Local Agency Subscription Agreement, including the authority to incur Debt in the name of Local Governmental Agency.

7. **Execution.** By signing below, the individual(s) signing this Local Agency Subscription Agreement is/are acting in his or her capacity as an authorized signing officer of Local Governmental Agency and not in his or her personal capacity, and certifies and warrants that (1) all action required by Local Governmental Agency organizational documents to authorize the signer(s) to act on behalf of Local Governmental Agency in all actions taken under this Local Agency Subscription Agreement, including but not limited to, the authority to incur Debt on behalf of Local Governmental Agency, has been taken, (2) each signer is empowered in the name of and on behalf of Local Governmental Agency to enter into all transactions contemplated in this Local Agency Subscription Agreement, and (3) the signatures appearing on all supporting documents of authority, if any, are authentic.
8. **Reliance.** Local Governmental Agency has read, understands and agrees to all terms and conditions in this Local Agency Subscription Agreement and the Participating Addendum, and U.S. Bank is entitled to act in reliance upon the authorizations and certifications set forth herein.

IN WITNESS WHEREOF, the parties have, by their authorized representatives, executed this Local Agency Subscription Agreement.

Dated this _____ day of _____, 20__	Dated this _____ day of _____, 20__
By Local Governmental Agency:	By U.S. Bank:
<u>South Monterey County Joint Union High School District</u> (Name)	<u>U.S. Bank National Association</u>
_____ (Signature of Authorized Signer)	_____ (Signature of Authorized Signer)
<u>Kenneth Duane Wolgamott</u> (Printed Name of Authorized Signer)	<u>Michael C. Leppones</u> (Printed Name of Authorized Signer)
<u>Chief Business Official</u> (Printed Title of Authorized Signer)	<u>Vice President</u> (Printed Title of Authorized Signer)

Approved as to form:

(Signature of Attorney for Local Governmental Agency)

(Printed Name of Attorney)

CERTIFICATE OF AUTHORITY

1. **Organizational Information.** This Certificate of Authority has been completed on behalf of the following Local Governmental Agency (the "Local Governmental Agency"):

Local Governmental Agency Legal Name: South Monterey County Joint Union High School District

Federal Tax Identification Number: 77-0320708

2. **Authorized Persons.** In accordance with the governance rules relating to the Local Governmental Agency, the following individuals (the "Authorized Person(s)") are authorized, on behalf of the Local Governmental Agency, to execute and deliver to U.S. Bank National Association ("U.S. Bank") and/or its affiliates the applicable contract(s), any applicable addenda and/or amendments thereto and any other documents or writings required by U.S. Bank (collectively, the "Documents") for the purpose of establishing one (1) or more card programs, extending credit and providing related services to the Local Governmental Agency with U.S. Bank in the United States (collectively, the "Services"):

Name	Title	Signature
Kenneth Duane Wolgamott	Chief Business Official	
Shirley Laws	Executive Assistant to the State Administrator	

3. **Execution Requirements.** The governance rules relating to the Local Governmental Agency require the following number of Authorized Persons to sign the Documents for the Services (choose only one box):

- One (1) Authorized Person
 Two (2) Authorized Persons

4. **Execution.** By signing the Documents, each individual signing in his or her capacity as an authorized signing officer of the Local Governmental Agency and not in his or her personal capacity, certifies and warrants that (a) all action required by Local Governmental Agency's organizational documents to authorize the signer(s) to act on behalf of the Local Governmental Agency in all actions taken under the Documents, including but not limited to, the authority to incur debt on behalf of the Local Governmental Agency, has been taken, (b) each signer is empowered in the name of and on behalf of the Local Governmental Agency to enter into all transactions and Services contemplated in the Documents, and (c) the signatures appearing on all supporting documents of authority are authentic.

5. **Certification.** I certify that I am the Chief Business Official and I am acting in my official capacity as an authorized officer who has been given the authority by the Local Governmental Agency to certify that the Authorized Person(s) has/have the full power and authority under applicable law and the governance rules relating to the Local Governmental Agency to execute and deliver to U.S. Bank, on behalf of the Local Governmental Agency, and to bind the Local Governmental Agency under, the Documents for the purpose of establishing and extending the Services. I also certify that the name(s) and title(s) of the Authorized Person(s) set forth above are correct and that the signature appearing beside each name is a true and genuine specimen of his/her signature.

Dr. Daniel Molrao

⌈ Printed Name of the State Administrator of the Local Governmental Agency⌋ (Cannot be an Authorized Person listed in Section 2)

⌈ Signature of the State Administrator of the Local Governmental Agency⌋

Date

I certify that I am an officer of the Local Governmental Agency, and as such, I certify that the above-named State Administrator is acting in such capacity on behalf of the Local Governmental Agency, the signature below is my genuine signature and the signature above is the genuine signature of such State Administrator.

Claudia Arellano - Senior Director of Human Resources

⌈ Printed Name & Title of Individual Signing Below ⌋ (Cannot be an Authorized Person listed in Section 2)

⌈ Signature ⌋ Attested by One (1) Other Individual of the Local Governmental Agency

Date



Return completed form to U.S. Bank with completed contracts or other legal documents (rebate addenda, etc.)

Section 1: W-9 Vendor Number: (to be completed by U.S. Bank)
Must be completed and returned for payments to be processed.

South Monterey County Joint Union High School District
Legal Name

South Monterey County Joint Union High School District
Trade Name

800 Broadway Street King City CA 93930
Address City State ZIP

831-385-0606 831-385-0695 77-0320708
Phone Fax Federal Taxpayer Identification Number (TIN)*

TIN Type (Check one)
 Social Security Number Employer Identification Number
 *MUST match the person/entity listed above

Legal Structure *If LLC, please select one of the following:* Exemptions:

Sole Proprietorship LLC C Corporation Exempt payee code (if any) _____
 Corporation LLC Partnership Exemption from FATCA reporting code
 Partnership LLC Sole Proprietorship (Legal (if any) _____
 Tax Exempt Organization Name/SSN Required)
 Government Agency Legal Name _____
 Other, please specify _____ SSN _____

Section 2: Automated Clearing House (Direct Deposit) U.S. Bank's preferred payment method.

Authorization Agreement for Automatic Deposits (ACH Credits)

I (We) hereby authorize U.S. Bank, on behalf of any affiliate for which it processes payments, hereinafter called COMPANY, to initiate credit entries to my (our) account indicated below and the depository/financial institution named below, hereinafter called BANK, to credit the same to such account.

dwolgamo@smcjuhsd.org cps.rebates@usbank.com
E-mail address1 (to receive electronic remittance advices) E-mail address2

Checking Account Information (Please attach a voided check or copy of a check with MICR coding)

122238420 9470894589 Rabobank King City
Routing/ABA Number Account Number Bank Name Branch

King City CA 93930 831-385-4144
City State ZIP Phone

This authority is to remain in full force and effect until COMPANY has received written notification from me (us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonably opportunity to act on it.

Section 3: MWBE & DVBE

Is your company certified as a minority/ woman owned business?
 No Yes (if yes, a copy of your minority/woman owned certification MUST BE INCLUDED)

MWBE Business Status (check all that apply):
 African American
 Hispanic American
 Asian Pacific American
 Asian Indian American
 Native American
 Woman

Is your company certified as a Disabled Veteran Business Enterprise?
 No Yes (if yes, a copy of your DVBE certification MUST BE INCLUDED)

This will certify to U.S. Bank that I have read the requirements cited on this form, and the company classification(s) I have selected above are true and correct. I will advise U.S. Bank if our classification should change.

Section 4: Signature (required)

Name (Print): Kenneth Duane Wolgamott Title: Chief Business Official

Signature _____ Date _____

For Internal Use Only: DUNS# _____

Policy and Procedures

**South Monterey County Joint Union
High School District**

**State of California
CAL-Card Purchasing Card Program**

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Policy and Procedures

OVERVIEW

This booklet provides the guidelines that have been determined to be standard Policy and Procedures for this Purchasing Card Program. The Policy and Procedures apply to all cardholders of District Purchasing Cards. Please read it carefully!

The State of California CAL-Card Purchasing Card Program is contracted through U.S. Bank I.M.P.A.C. Government Services Visa Purchasing Card Program and is to be used only for South Monterey County Joint Union High School District (SMCJUHS) business.

Purchasing Cards are issued by the Purchasing Department on an approval basis. The Purchasing Card Program Agency Program Coordinator (APC) is the Chief Business Official.

The program is not intended to avoid or bypass appropriate purchasing or payment procedures established by SMCJUHS. Rather, the program complements the existing processes available. All purchases must comply with current SMCJUHS purchasing standards.

The Purchasing Card you will receive will have your name embossed on it. It is for your use only – no member of your staff, your supervisor, your family, or anyone else may use your Purchasing Card.

You are responsible for the security of your card and the transactions made with the card. The Purchasing Card is for District use only. The use of the Purchasing Card for personal charges is strictly prohibited. The cardholder is ultimately responsible for all purchases made on his or her card.

The District has the right to revoke Purchasing Cards for any reason and at any time.

Your signature on the enclosed Purchasing Card Application and Agreement indicates that you understand the intent of the program and agree to adhere to the Policy and Procedures established for the program.

TO OBTAIN A CARD

1. Please read the Policy and Procedures booklet before requesting your Purchasing Card. This booklet provides the information about the process, types of purchases that can and cannot be made, records that must be maintained and reconciled monthly and other program requirements that you will be required to adhere to.
2. After you read and understand the Policy and Procedures outlined, complete the enclosed Purchasing Card Application and Agreement. All requests will be processed through the Director of Purchasing.
3. Your new card will be sent directly to the Purchasing Director. The card will be activated; then you will be contacted to pick up your new card and sign for it.

4. When you receive your card, sign the back of the card and always keep it in a secure place! Although the card is issued in your name, it is the property of the District and is only to be used for District purchases as defined in this document.

EXAMPLES OF WHEN THE PURCHASING CARD MAY BE USED

- The Cal Card can only be used for purchasing items in line with the "reimbursement" procedures to eliminate paying out of pocket for these purchases.
- Books (not textbooks or library books)
- Travel expenses for hotel, airline, and conference registrations
(Travel and Conference must always be pre-approved on a Request to Attend Conference form. Fiscal Services also has the ability to charge travel expenses with an approved Request to Attend Conference form.)

EXAMPLES OF WHEN THE PURCHASING CARD MAY NOT BE USED

- Any purchase where a purchase order could have been used.
- Any contracted work of any kind, including consulting, professional services, repair or maintenance contracts, assemblies, or construction or public works contracts
- No splitting of purchase to circumvent the purchase card limits
- Equipment (any small equipment purchases must have PRIOR approval from the Chief Business Official)
- Alcoholic Beverages or tobacco
- Technology or software (small technology purchases must have prior approval by CBO)
- Rental or lease agreements, or contracts
- Cash advance, wire transfer, money order, traveler's checks
- Memberships or subscriptions
- Personal charges are not allowed on your SMCJUHSD credit card
- Fines, Fees, etc.

**Remember – in many cases the District has access to substantial discounts that are not available to individuals in a retail store. Be mindful of high shipping charges when placing orders on your Cal Card. Always consider the purchasing requisition process to maximize savings.

SOME BUILT-IN RESTRICTIONS

Each card will be assigned an individual **30-day credit limit of \$2,500.00**. If you find that these limits are too low to accommodate your requirements during a specific time period, please contact the Chief Business Official for a temporary increase. Please provide a written request to the Chief Business Official with justification for the increase. U.S. Bank I.M.P.A.C. Government Services will not change your credit limit without the approval of the Chief Business Official.

In addition, **no individual transaction may exceed \$800 in value** (including taxes and any shipping charges). If you have an unusual, one-time transaction that will exceed the limit, you will need to request a temporary Purchasing Card limit increase. E-mail your request to the Chief Business Official with an explanation of the need for increase, the amount requested, and the dates affected. The card issued to the State Administrator/Superintendent may have higher limits assigned to it due to travel needs.

INSTRUCTIONS FOR USE

1. Decide what you need to purchase, and ensure the purchase is within budget.
2. Contact the supplier from who you want to purchase the item (phone, visit, fax, mail, website).
3. Place the order with the supplier, using your Purchasing Card. Give the supplier delivery instructions to be put on the outside of your shipment. Delivery instructions must include your name, school site, address and telephone number. Do not have the order shipped to the Warehouse. Tell the supplier you **must have an itemized receipt!**
4. Receive your shipment. Verify that you received what you ordered and that the shipment is complete. Keep all receipts and/or packing slips.
5. If there are any discrepancies in your order (wrong item received, missing or damaged items, etc.) you will need to contact the vendor for a replacement. Any discrepancies not resolved before the statement is printed need to be flagged as a discrepancy on your statement (refer to the "If Your Records Don't Agree with your Statement" section).

BUDGET

Purchasing Card expenditures are not necessarily itemized in the budget. **It is cardholder's responsibility to be certain that Purchasing Card expenditures are within budget limitations.**

RECEIPTS

It is required that you retain all original itemized receipts for goods and services purchased. As you make your purchases, keep all original receipts in a file or envelope. Your monthly statement must be submitted with these receipts. If you are missing a receipt you will need to obtain a duplicate receipt from the vendor.

MONTHLY STATEMENT

Each cardholder will need to download their monthly statement identifying all transactions made against the card during the previous billing cycle. The statement closing date is the 22nd of each month. The statement will be available online the following day. The statement is to be downloaded online on the 23rd of each month. Refer to page 7, online access, for information regarding online registration. Each statement must be reconciled and submitted to the District Office Business Department by the 1st of the following month with the required information as follows:

1. Reconcile the statement with your receipts to ensure that all charges are accurate and were authorized by you.
2. Create a purchasing requisition with a line item for each transaction, including a brief description of each item purchased and the account number to which the transaction is to be charged. Attached is a sample requisition, as an example.
3. Sign and date the statement. Attach the original itemized receipts to the statement for each charge. If applicable, include any meeting announcements, agendas, Request to Attend Conference authorization forms and completed conference registration forms as backup documentation to substantiate the charges. Attach all documentation to a copy of the requisition and send to the District Business Office.

IF YOUR RECORDS DON'T AGREE WITH YOUR STATEMENT

There may be occasions when items on your statement do not correlate with your retained receipts. You may not have authorized the transaction, the amount of the transaction may be incorrect, or you may have a quality or service issue.

1. Your first recourse is to contact the supplier involved to try to resolve the error. If the supplier agrees that an error has been made, he/she will credit your account. Have the vendor provide a receipt for the credit or written verification that the account will be credited. Highlight the transaction in question on your statement. Make a note on the statement that the vendor has agreed to provide a credit of "x" amount. The credit should appear on the next month's statement, and your credit receipt or written notice of credit should be attached to that next statement on which the credit appears.
2. If the supplier does not agree that an error has been made, you will need to dispute the charge with the bank. Highlight the disputed charge(s) on your statement with a note that the charges are disputed. Fill out the attached I.M.P.A.C Program Cardholder Statement of Questioned Item (CSQI) form and attach it to your statement. The dispute will be filed online by the District Chief Business Official. A credit for the disputed amount will be issued by the bank on your next statement until the dispute is resolved.
3. Any transaction you wish to dispute must be identified and disputed within 60 days, but preferably before the statement is paid. Disputes will then be resolved by U.S. Bank within 90 days.

LOST OR STOLEN CARDS

1. If your card is lost or stolen, or if you believe your account number has been compromised in a fraudulent manner, contact the Chief Business Official immediately at dwolgamo@smcjuhsd.org, or 831-385-0606 ext. 4338 to have the card terminated. If the card is lost or stolen after hours, contact U.S. Bank Customer Service directly at (800) 344-5696 and e-mail the Chief Business Official.
2. Upon notification of a lost or stolen card, further use of the card will be blocked. Quick action in these circumstances can reduce your liability for fraudulent charges. A new card will be issued. Once received by the Chief Business Official, you will be contacted to pick up and sign for your new card.

U.S. BANK CUSTOMER SERVICE

Customer Service (inside U.S.)
24 hrs/day, 7 days/week (800) 344-5696

Customer Service (outside U.S.) (701) 461-2010 (collect)

Note: These phone numbers are also listed on the back of your card.

Online Registration

Each cardholder needs to register for online access to their credit card account information. Visit this link online:
<https://access.usbank.com/cpsApp1/AxolPreAuthServlet/logout.do?requestCmdId=logoutSuccess>

- Click "register online" to set up your login information. Enter the following information:
- Organization Short Name: SMCJUHS
- Account Number: Enter your 16-digit Cal Card (credit card) Number
- Enter the month and year of the expiration date
- Create a User ID, password, and complete all the required fields during the registration process, using your business phone number and e-mail address. The following District address is to be used, not the school's address: 800 Broadway Street, King City, CA 93930

Keep your log-in information in a secure location. Log-in information is not to be shared. Once registered, this online access will be used to download your monthly statement, view your pending transactions, check your available credit limit, etc.

Questions?

Contact: Duane Wolgamott, Chief Business Official ext. 4338, dwolgamo@smcjuhsd.org
Or Elizabeth Rodriguez, Fiscal Technician ext. 4445, erodriguez1@smcjuhsd.org

Insert sample Purchase Order here

I.M.P.A.C. PROGRAM - CARDHOLDER STATEMENT OF QUESTIONED ITEM

(Please print or type in black ink.)

Cardholder Name (please print or type) _____ Account Number _____

Cardholder Signature _____ Date _____ (Area Code) Telephone Number/Ext. _____

The transaction in question as shown on Statement of Account:

Transaction Date	Reference Number	Merchant	Amount	Statement Date
------------------	------------------	----------	--------	----------------

Please read carefully each of the following situations and check the one most appropriate to your particular dispute. If you have any questions, please contact us at 1-800-227-6736. We will be more than happy to advise you in this matter.

1. UNAUTHORIZED MAIL OR PHONE ORDER

I have not authorized this charge to my account. I have not ordered merchandise by phone or mail, or received any goods or services.

2. DUPLICATE PROCESSING – THE DATE OF THE FIRST TRANSACTION WAS _____

The transaction listed above represents a multiple billing to my account. I only authorized one charge from this merchant for this amount. My card was in my possession at all times.

3. MERCHANDISE OR SERVICE NOT RECEIVED IN THE AMOUNT OF _____

My account has been charged for the above transaction, but I have not received the merchandise or service. I have contacted the merchant but the matter was not resolved. (Please provide a separate statement detailing the merchant contact, and the expected date to receive the merchandise).

4. MERCHANDISE RETURNED IN THE AMOUNT OF \$ _____

My account has been charged for the above listed transaction, but the merchandise has since been returned.

Enclosed is a copy of my postal or UPS receipt.

5. CREDIT NOT RECEIVED

I have received a credit voucher for the above listed charge, but it has not yet appeared on my account. A copy of the credit voucher is enclosed. (Please provide a copy of this voucher with this correspondence).

6. ALTERATION OF AMOUNT

The amount of this charge has been altered since the time of purchase. Enclosed is a copy of my sales draft showing the amount for which I signed. The difference of amount is \$ _____.

7. INADEQUATE DESCRIPTION/UNRECOGNIZED CHARGE

I do not recognize this charge. Please supply a copy of the sales draft for my review. I understand that when a valid copy is sent to me, a Statement of Questioned Item Form must be provided and will include the copy of the sales draft if a further dispute exists. If a copy of the sales draft cannot be obtained, a credit will appear in my account.

8. COPY REQUEST

I recognize this charge, but need a copy of the sales draft for my records.

9. SERVICES NOT RECEIVED

I have been billed for this transaction. However, the merchant was unable to provide the services.

Paid for by another means. My card number was used to secure this purchase, however final payment was made by check, cash, or another credit card. (Enclosed is my receipt, canceled check (front and back), copy of credit card statement, or applicable documentation demonstrating that payment was made by other means).

10. NOT AS DESCRIBED

(Cardholder must specify what goods, services, or other things of value were received). The item(s) specified do not conform to what was agreed upon with the merchant. (The cardholder must have attempted to return the merchandise and state so in their complaint).

11. IF NONE OF THE ABOVE REASON APPLY-PLEASE DESCRIBE THE SITUATION:

(Note: Provide a complete description of the problem, attempted resolution and outstanding issues. Use a separate sheet of paper, if necessary, and sign your description statement).

ATTACH THIS FORM TO YOUR STATEMENT ALONG WITH ANY SUPPORTING DOCUMENTATION AND SEND TO THE PURCHASING DEPARTMENT. THE PURCHASING DIRECTOR WILL FILE THE DISPUTE WITH THE BANK ONLINE.

**SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
PURCHASING CARD APPLICATION AND AGREEMENT**

Please read the terms stated below and sign. Return the signed original to the Chief Business Official.

I agree to use this card only for actual and necessary business expenses incurred by me and only me as cardholder in accordance with the SMCJUHSD Purchasing Card Policy and Procedures and all business policies related to the use of District funds. I understand and acknowledge that use of the card may not be delegated to anyone other than myself as cardholder.

I have read the SMCJUHSD Purchasing Card Policy and Procedures and agree to abide by the Policy and Procedures contained therein. I acknowledge that use of this card for any other purpose other than CVUSD approved business expense is prohibited and is grounds for disciplinary action by the District.

I agree to surrender the card immediately upon resignation, retirement, termination, or upon request of an authorized representative of SMCJUHSD, Business Office. I understand that use of the card after privileges are withdrawn, are prohibited.

If the card is lost or stolen, I will immediately notify U.S. Bank Customer Service by telephone and the Chief Business Official. I understand that failure to promptly notify the issuing bank of the theft, loss or misplacement of the card could make me responsible for any fraudulent use of the card.

I agree to submit reconciled monthly statements, with required backup and signatures as stated in the Policy and Procedures, to the District's Business Office by the 1st of each month. I understand that failure to do so may be grounds for disciplinary action by the District.

I understand that I must reimburse the District for any purchases that I make that are not approved by the District or which do not comply with the terms of the SMCJUHSD Purchasing Card Policy and Procedures.

I, (printed name of cardholder) _____, have read the District's Purchasing Card Program Policy and Procedures and agree to abide by them upon acceptance of a Purchasing Card issued to me, and that revocation of card authorization will have no effect on obligations outstanding as of the date of revocation.

Signature: _____ Date: _____ Site: _____
(cardholder signature)

Signature: _____ Date: _____ Site: _____
(approving official signature)

Application approved by
Chief Business Official: _____ Date: _____

Purchasing Card number: _____ expiration date: _____ Cardholder signature, acknowledging receipt of purchasing card: _____ Date: _____
--

CAL-Card IMPLEMENTATION PROCESS (For New Agencies)

A standard CAL-Card implementation takes 30-60 days (based on agency needs and their responsiveness to U.S. Bank requirements). The implementation/enrollment process stages are provided below:

Stage	Who Does It	Description						
1	Agency	<ul style="list-style-type: none"> ➤ Reviews CAL-Card Agreement No. 7-14-99-22 posted on the State's CAL-Card Program website ➤ Submits Request to Participate package to U.S. Bank with required completed documentation as listed below: <table border="1" style="margin-left: 20px; width: 100%;"> <thead> <tr> <th>If you are a...</th> <th>You submit:</th> </tr> </thead> <tbody> <tr> <td>State Agency</td> <td> <ul style="list-style-type: none"> ▪ Request to Participate Form ▪ State Agency Subscription Agreement (formatted STD 213); and ▪ W-9 Form (Sections 1 and 4 only) </td> </tr> <tr> <td>Local Agency</td> <td> <ul style="list-style-type: none"> ▪ Request to Participate Form ▪ Local Agency Subscription Agreement ▪ W-9 Form; and ▪ Three years of current audited financials </td> </tr> </tbody> </table> <p><i>Note: Refer to Request to Participate Form for submission instructions.</i></p>	If you are a...	You submit:	State Agency	<ul style="list-style-type: none"> ▪ Request to Participate Form ▪ State Agency Subscription Agreement (formatted STD 213); and ▪ W-9 Form (Sections 1 and 4 only) 	Local Agency	<ul style="list-style-type: none"> ▪ Request to Participate Form ▪ Local Agency Subscription Agreement ▪ W-9 Form; and ▪ Three years of current audited financials
If you are a...	You submit:							
State Agency	<ul style="list-style-type: none"> ▪ Request to Participate Form ▪ State Agency Subscription Agreement (formatted STD 213); and ▪ W-9 Form (Sections 1 and 4 only) 							
Local Agency	<ul style="list-style-type: none"> ▪ Request to Participate Form ▪ Local Agency Subscription Agreement ▪ W-9 Form; and ▪ Three years of current audited financials 							
2	U.S. Bank	<ul style="list-style-type: none"> ➤ Contacts agency within three (3) business days to confirm receipt of package ➤ Completes contract/credit review process with 20 business days (assumes receipt of complete required documentation) ➤ Signs Subscription Agreement and returns signed copy to agency 						
3	U.S. Bank	<ul style="list-style-type: none"> ➤ Provides implementation/enrollment documentation to be completed by agency ➤ Schedules an implementation meeting with agency, if required, to: <ul style="list-style-type: none"> • Discuss Access Online capabilities and agency needs • Obtain Agency information to create Access Online ID/password • Provide direction to program information on CAL-Card website • Provide Access Online web-based training passwords 						
4	Agency	<ul style="list-style-type: none"> ➤ Returns completed implementation/enrollment documentation to U.S. Bank ➤ Reviews program information from the CAL-Card website ➤ Develops internal CAL-Card policies, procedures, and training ➤ Registers for CAL-Card Program Training Workshops ➤ Completes Access Online web-based training 						
5	U.S. Bank	<ul style="list-style-type: none"> ➤ Provides agency with Access Online User ID(s) and card setup instructions/reference guides. 						
6	Agency	<ul style="list-style-type: none"> ➤ Submits requests for new card accounts through Access Online ➤ Cardholder activates card within 14 days of receipt by calling the 800 number on the activation sticker 						

**SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL
DISTRICT**

SUBJECT: Approval of MOU with Girls Inc.

MEETING: April 20, 2016

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

GOVERNING BOARD

Board Goals:

- Improve/Sustain Student Achievement through CAASPP Test and Other Assessment Measures
- Improve School Climate and Student Discipline in Support of Teaching, Learning and Student Safety
- Develop/Sustain Fiscal Crisis Long-Term Solution
- Ensure Board and Administrator Participation in CSBA's Masters in Governance and Other Trainings
- Ensure that Facilities are Safe for Staff and Students
- Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

Girls Inc. is an organization that has been working in both of our comprehensive high schools for several years now. They have had a very positive impact on the lives of young ladies over this time, guiding to live lives with a commitment to the world around them. This is an affiliate of the Girls Inc. national organization. Girls Inc. delivers a variety of programs focused on leadership and self-empowerment.

The attached Memorandum of Understanding allows the organization to work with the school district in a collaborative way without incurring excessive cost as they serve our students.

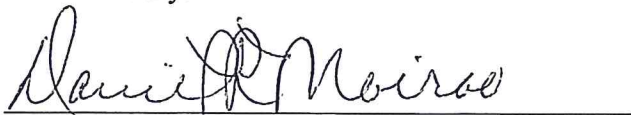
Recommendation:

It is recommended that the State Administrator approve the Memorandum of Understanding with Girls Inc.

Fiscal Impact:

All cost are indirect and already occurring within our budget.

Submitted By:



Daniel R. Moirao, Ed.D.
State Administrator

Approved:



Daniel R. Moirao, Ed.D.
State Administrator

**MEMORANDUM OF UNDERSTANDING
BETWEEN GIRLS INC. AND THE SOUTH MONTEREY COUNTY JOINT UNION HIGH
SCHOOL DISTRICT**

This Memorandum of Understanding (“MOU” or “Agreement”) is made this ___ day of April, 2016 (“Effective Date”) by and between the South Monterey County Joint Union High School District (“District”), a California public school district, and Girls Inc., an international, research-based program designed to inspire girls to be strong, smart and bold by exposing them to experiences that help girls navigate gender, economic and social barriers. The intent of this contractual agreement is to clarify the respective roles and responsibilities of the partnership.

RECITALS

WHEREAS, the partnership was formed for the purposes of providing programming and services designed to support the adolescent development of female students through a multitude of programs offered and

WHEREAS, the District desires through such partnership, to foster leadership development by encouraging girls to take risks to master physical, intellectual and emotional challenges and

WHEREAS, the District wishes the partnership to provide certain programs that address math and science education, pregnancy and drug abuse prevention, media literacy, economic literacy, adolescent health, violence prevention, sports participation and other services as set forth herein to District students..

AGREEMENT

NOW, THEREFORE, in consideration of the covenants and conditions of this Agreement, including the recitals hereof, which are incorporated herein by this reference, the District and Girls Inc., agree as follows:

Girls Inc. will facilitate

The ECHO Leadership Program (August-May): a program is designed to encourage girls to pursue post-secondary education, and plan for future careers. The sessions are designed to inspire young women to value themselves and their dreams, to develop an action plan to achieve their goals, and to begin seeing themselves as leaders. **The program meets once a month, after school from 5:30pm-8:00pm, located King City and Greenfield High Schools.**

- a) Girls, Inc will facilitate the mentoring adolescent development program for young women that focus on education, career, health and additional opportunities.
- b) Girls, Inc will facilitate the program two to three times a month for at least 25 students. Program includes 15 modules and each session will not to exceed three hours per session.
- c) Provide the staff to facilitate the program and ensure that they meet District requirements.
- d) Funding for the program will be provided by outside agencies including Foundations, Grants, and private funding.

South Monterey County Joint Union High School District

- A) Will provide class space for conducting the program including storage area.

- B) Will allow Girls Inc. to designate dates for recruitment presentations to 9th and 10th grade girls.
- C) Will assist in identify students to participate in the program.
- D) Will coordinate with Girls Inc. to ensure the appropriateness of instructional materials used in the program.
- E) Site staff will support the coordination with Girls Inc. to ensure the program fidelity.

NOW, THEREFORE, in consideration of the covenants and conditions of this Agreement, including the recitals hereof, which are incorporated herein by this reference, the District and the Girls Inc, agree as follows:

1. Recitals. The above recitals are true and correct.
2. Term. The term of this Agreement shall be from the Effective Date, through June 30, 2017 (“Term”), unless earlier terminated as provided herein or extended by written agreement signed by the Parties.
3. Oversight and Supervision. Girls Inc. shall be responsible for providing oversight and supervision of all of their staff and other employees who provide services to students at District school sites. Such oversight and supervision shall include, but is not limited to:
 - a. At least two times during the term of this Agreement, Girls Inc., staff shall visit each District site to which a program is established and provide a list of participants and activities that District students are participating in.
 - b. At least annually, the Girls Inc., shall provide the District Superintendent or designee with a written report that shall include, at a minimum, the following information regarding services provided during the prior school year: (1) numbers of students served and programs of participation for each site; (2) ages and grade levels of students receiving services at each site; (3) a description of any and all complaints, if any, made against staff providing any services to District students and the resolution of such complaints; and (4) input from each school site Principal or designee regarding the program and/or staff performance at that site.
4. Termination: Either Party may terminate this Agreement upon no less than thirty (30) days written notice to the other Party with or without cause. Such termination automatically shall take effect on the 31st day following such notice, or on such later date as specified in the notice or as the Parties may agree in writing. Such written notice shall be sufficient to stop further performance of services by Girls Inc.
5. Independent Contractor; Employment Status. While engaged in carrying out the terms and conditions of this Agreement, Girls Inc, is an independent contractor, and not an officer, employee, agent, partner, or joint venturer of the District. All Girls Inc. employees providing any services under this Agreement, are solely the employees of Girls Inc. and shall have no right to employment or benefits of any kind from the District. Girls Inc. assumes full responsibility for payment of all federal, state, and local taxes or contributions, unemployment insurance, workers compensation and social security with regard to employees providing services under this Agreement. Girls Inc. shall have sole responsibility for employment, management, dismissal and discipline of its employees providing services under this Agreement.
6. Reporting, Finger Printing and Authorization of Personnel. Girls Inc. shall ensure that its employees, contractors and subcontractors employed or volunteering to provide services to

District students under this Agreement have complied with the fingerprinting and criminal background investigation requirements set forth in Education Code sections 45125.1 and 45125.2. Additionally, Girls Inc., will provide ongoing documentation upon hiring or engagement of a new employee, contractor, subcontractor or volunteer. Such documentation shall be forwarded to the District prior to entrance on to District grounds or participation in any activity or business thereon, and prior to permitting the individual any contact with District pupils. Included in such documentation shall be assurance from Girls Inc, that it is not aware of any criminal conviction or propensity making the employee, contractor, subcontractor or volunteer unsuitable for contact with youth.

7. Indemnity and Defense. Girls Inc. and its employees, officers, affiliates, parent corporations, subsidiaries, assigns and successors in interest shall defend, indemnify, and hold harmless the District, its elected and appointed officials, officers, employees, agents, volunteers, and contractors from and against any and all claims, demands, causes of action, liabilities, losses, damages, or expenses of any kind or nature, arising from the intentional, negligent or willful acts or omissions by Girls Inc. in performing or failing to perform its responsibilities as employer under this Agreement. This section shall survive termination of the Agreement.
8. Assignment: Girls Inc. shall not assign or transfer any of its obligations, rights, or duties under this Agreement. Any such purported assignment or transfer shall be void, and shall constitute a breach of this Agreement.
9. Notices: Notices. All notices, certificates, or other communications hereunder shall be deemed given when personally delivered or mailed by certified mail, postage prepaid, to the Parties at the addresses set forth below:

District:
South Monterey County Joint Union High School District
800 Broadway
King City, CA 93930

Girls Inc of the Central Coast:
318 Cayuga Suite 101A
Salinas, CA 93901
10. Change of Address for Notices: The Parties may change their addresses for the purpose of this Agreement by giving written notice of such change in the manner prescribed above to the other Party to this Agreement.
11. Entire Agreement: This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof, and no prior agreement, statement, promise, or representation made by any Party, employee, officer, or agent which is not contained herein shall be binding or valid.
12. Severability: If any provision or any part of this Agreement is for any reason held to be invalid and/or unenforceable or contrary to public policy, law, statute, or ordinance by a court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby and shall remain valid and fully enforceable.
13. Governing Law/Venue: This Agreement shall be governed by and interpreted under the laws of the State of California applicable to instruments, persons, transactions and subject matter which

have legal contacts and relationships exclusively within the State of California. Any action or proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the Superior Court of the State of California for Monterey County, subject to any transfer of venue as required by law.


14. Amendment of Agreement. This Agreement cannot be changed or supplemented orally and may be modified or superseded only by written instrument executed by duly authorized representatives of each of the Parties.
15. Execution in Counterpart. This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, or an original, with all signatures appended together shall be deemed a fully executed Agreement. Signatures transmitted by facsimile shall be deemed original signatures.
16. Headings and Captions. The captions and headings appearing in this Agreement have been inserted for the purpose of convenience and ready reference. They do not purport to and shall not be deemed to define, limit, or extend the scope or intent of the clauses to which they appertain.
17. Binding Effect. This Agreement is for the benefit of and shall be binding on all Parties and their successors, assigns, heirs, executors, administrators, predecessors, partnerships, employees, attorneys, insurers, sureties, agents, representatives, directors, officers, receivers, trustees and/or stockholders.
18. Authorized Signature. Each of the persons signing this Agreement represents and warrants that such person has been duly authorized to sign this Agreement on behalf of the Party indicated, and each of the Parties by signing this Agreement warrants and represents that such Party is legally authorized and entitled to enter into this Agreement.

IN WITNESS WHEREOF the parties have executed this Agreement on the date first herein written.

KING CITY JOINT UNION HIGH SCHOOL DISTRICT

By:
Name: Dr. Daniel R. Moirao
Title: Superintendent
Date:

GIRLS INC. OF THE CENTRAL COAST

By: 
Name: Patty Fernandez
Title: Executive Director
Date: 04/05/10

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

GOVERNING BOARD

SUBJECT: Board Policies – Second Reading

MEETING: April 20, 2016

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

- Improve/Sustain Student Achievement through CAASPP Test and Other Assessment Measures
- Improve School Climate and Student Discipline in Support of Teaching, Learning and Student Safety
- Develop/Sustain Fiscal Crisis Long-Term Solution
- Ensure Board and Administrator Participation in CSBA’s Masters in Governance and Other Trainings
- Ensure that Facilities are Safe for Staff and Students
- Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

The following Board Policies are presented as a second reading and approval for the Governing’s Board consideration:
E 1330 – Use of School Facilities

BP 3270 - Sale and Disposal of Books, Equipment and Supplies (revised)
AR 3270 - Sale and Disposal of Books, Equipment, and Supplies (revised)

BP 3300 – Expenditures and Purchases

AR 3311 - Bids (revised)

AR 3512 - Equipment (revised)

AR 4112.23 - Special Education Personnel (new)

BP 4154, 4254, 4354 - Health and Welfare Benefits (revised)

AR 4154, 4254, 4354 - Health and Welfare Benefits (revised)

AR 5112.2 - Exclusions from Attendance (revised)

AR 5125 - Student Records (revised)

BP 5141.31 - Immunizations (new)

AR 5141.31 - Immunizations (new)

BP 6177 - Summer Learning Programs (revised)

BP 6190 - Evaluation of the Instructional Program (new)

Recommendation:

No action is necessary at this time as this is a first reading. All suggested changes should be presented at this time before the second reading.

Fiscal Impact:

No fiscal impact.

Submitted By:



Daniel R. Moirao, Ed.D.
State Administrator

Approved:



Daniel R. Moirao, Ed.D.
State Administrator

USE OF SCHOOL FACILITIES

Application Process to Use Public School Facilities

The Board of Education of the South Monterey County Joint Union High School District believes that the use of school facilities or grounds should not result in costs to the District. Groups using District Facilities will be charged a user fee based on the following:

Fees for District Facility Use Effective April 20, 2016 shall be:

<i>Location</i>	<i>SMCJUHSD Use</i>	<i>Local Public Recreation Agency and District Feeder Schools</i>	<i>Non-Profit Organizations (community)</i>	<i>Non-Profit Organizations (out of the community)</i>	<i>Profit Organizations</i>
Gymnasium	\$0 + Direct Costs for fundraising events only	\$0 + Direct Costs	\$5 per hour + Direct Costs	\$15 per hour + D.C.	\$100 per hour + D.C.
Cafeteria (King City High School)	\$0 + Direct Costs for fundraising events only	\$0 + Direct Costs	\$5 per hour + Direct Costs	\$10 per hour + D.C.	\$50 per hour + D.C.
Student Union (Greenfield High School)	\$0 + Direct Costs for fundraising events only	\$0 + Direct Costs	\$5 per hour + Direct Costs	\$10 per hour + D.C.	\$50 per hour + D.C.
Classroom	\$0 + Direct Costs for fundraising events only	\$0 + Direct Costs	\$5 per hour + Direct Costs	\$10 per hour + D.C.	\$40 per hour + D.C.
Library	\$0 + Direct Costs for fundraising events only	\$0 + Direct Costs	\$5 per hour + Direct Costs	\$10 per hour + D.C.	\$50 per hour + D.C.
Stanton Auditorium*	\$0 + Direct Costs for fundraising events only	\$0 + Direct Costs	\$10 per hour + Direct Costs	\$20 per hour + D.C.	\$100 per hour + D.C.
Track & Fields (days)	\$0 + Direct Costs for fundraising events only	\$0 + Direct Costs	\$10 per hour + Direct Costs	\$15 per hour + D.C.	\$50 per hour + D.C.
Track & Fields (nights)**	\$0 + Direct Costs for fundraising events only	\$0 + Direct Costs	\$10 per hour + Direct Costs	\$15 per hour + D.C.	\$50 per hour + D.C.
Track & Field (Community Teams)***			\$10 per hour + Direct Costs	\$10 per hour + D.C.	\$25 per hour + D.C.

\$25 Administrative Fee is applied to all facility requests - to be applied on a per request basis - not a daily use basis.

Admin fee is waived for SMCJUHSD and Local Public categories.

Staffing costs outside of the regular staff work hours will be charged to any and all users

* Organizations using the Stanton Auditorium must contact the District's Consultant, Mr. Lincoln Hatch, (831)385-6565, for sound, audio-visual, lighting, and technical advice and service.

** Light Usage Energy Surcharge: 1 hour minimum = \$55

*** Cannot charge admission or entry fees

Other Charges and Notes:

Returned Check Fee is \$35.00

Damage Fee: Should a facility sustain any damage or neglect during the event period, the lessee will be charged the going rate to repair the facility per the agreement.

Additional Charges will be assessed for District personnel costs and specific equipment rentals.

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

King City, California

Adopted: April 20, 2016

Business and Noninstructional Operations

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

The Governing Board recognizes its fiscal responsibility to maximize the use of district equipment, supplies, instructional materials, and other personal property while providing up-to-date resources that facilitate student learning and effective district operations. When the Board, upon recommendation of the State Administrator/Superintendent or designee, declares any district-owned personal property unusable, obsolete, or no longer needed, the Board shall determine the estimated value of the property and shall decide whether the property will be donated, sold, or otherwise disposed of as prescribed by law and administrative regulation.

(cf. 0440 - District Technology Plan)
(cf. 3512 - Equipment)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6163.1 - Library Media Centers)

The Board shall approve the price and terms of any sale or lease of personal property of the district.

If the Board members who are in attendance at a meeting unanimously agree that the property, whether one or more items, does not exceed \$2,500 in value, the property may be sold without advertising for bids. (Education Code 17546)

If the Board members who are in attendance at a meeting unanimously find that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board or may be disposed of by dumping. (Education Code 17546)

Instructional materials shall be considered obsolete or unusable by the district if they have been replaced by more recent editions or new materials selected by the Board, are not aligned with the district's academic standards or course of study, and have no foreseeable value in other instructional areas. Such materials may be sold or donated if they continue to serve educational purposes that would benefit others outside the district. Instructional materials are not appropriate for sale or donation if they meet any of the following criteria:

1. Contain information rendered inaccurate or incomplete by new research or technologies
2. Contain demeaning, stereotyping, or patronizing references to any group of persons protected against discrimination by law or Board policy
3. Are damaged beyond use or repair

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6011 - Academic Standards)
(cf. 6143 - Courses of Study)

The State Administrator/Superintendent or designee shall establish procedures to be used whenever the district sells equipment or supplies originally acquired under a federal grant or subgrant. Such procedures shall be designed to ensure the highest possible return. (34 CFR 80.32)

(cf. 3440 - Inventories)

Legal Reference:

EDUCATION CODE

17540-17542 Sale or lease of personal property by one district to another

17545-17555 Sale of personal property

35168 Inventory, including record of time and mode of disposal

60510-60530 Sale, donation, or disposal of instructional materials

GOVERNMENT CODE

25505 District property; disposition; proceeds

CODE OF REGULATIONS, TITLE 5

3944 Consolidated categorical programs, district title to equipment

3946 Disposal of equipment purchased with state and federal consolidated application funds

UNITED STATES CODE, TITLE 40

549 Surplus property

CODE OF FEDERAL REGULATIONS, TITLE 34

80.32-80.33 Equipment and supplies acquired under a grant or subgrant

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Standards for Evaluating Instructional Materials for Social Content, 2013

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

School Services of California, Inc.: <http://www.sscal.com>

(6/96 11/09) 10/15

Policy SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: April 20, 2016

King City, California

Business and Noninstructional Operations

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

Instructional Materials

Surplus or undistributed obsolete instructional materials that are usable for educational purposes may be sold by the district. Alternatively, such materials may be donated to: (Education Code 60510)

1. Another district, county free library, or other state institution
2. A United States public agency or institution
3. A nonprofit charitable organization
4. Children or adults in California or foreign countries for the purpose of increasing the general literacy of the people

(cf. 0440 - District Technology Plan)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 - Library Media Centers)

Any organization, agency, or institution receiving obsolete instructional materials donated by the district shall certify to the Governing Board that it agrees to make no charge to any persons to whom it gives or lends these materials. (Education Code 60511)

At least 60 days before selling or donating surplus or undistributed obsolete instructional materials, the State Administrator/Superintendent or designee shall notify the public of the district's intention to do so through a public service announcement on a local television station, in a local newspaper, or by other means that will most effectively reach the entities described above. Representatives of those entities and members of the public also shall be notified of the opportunity to address the Board regarding the distribution of these materials.

(cf. 9323 - Meeting Conduct)

Surplus or undistributed obsolete instructional materials which are unusable or which cannot be distributed as specified above may be disposed of by either of the following: (Education Code 60530)

1. Mutilated as not to be salable as instructional materials and sold for scrap or for use in the manufacture of paper pulp or other substances at the highest obtainable price

2. Destroyed by any economical means, provided that the materials are not destroyed until at least 30 days after the district has given notice to all persons who have filed a request for such notice

(cf. 3510 - Green School Operations)

(cf. 3511.1 - Integrated Waste Management)

Equipment/Supplies Acquired with Federal Funds

When the district has a need to replace equipment originally purchased with funds from a federal grant or subgrant, it may, subject to the approval of the agency that awarded the grant, trade in the original equipment or sell the property and use the proceeds to offset the cost of the replacement property. (34 CFR 80.32)

When any original or replacement equipment or supplies acquired under a federal grant or subgrant are no longer needed for the original project or program or for other federally supported activities, the district may retain or sell such items or, if the item has a current fair market value of less than \$5,000, may otherwise dispose of the item in a manner approved by the Board. Whenever the district sells equipment or supplies that have a current fair market value of \$5,000 or more, it shall provide an amount to the federal agency equal to the agency's share of the current market value of the equipment or the proceeds from the sale of the equipment or supplies. (34 CFR 80.32-80.33)

In the event that the district is provided equipment that is federally owned, the district shall request disposition instructions from the federal agency when it no longer needs the equipment. (34 CFR 80.32)

Other Personal Property

The district may sell other surplus or obsolete district-owned personal property through any of the following methods:

1. The State Administrator/Superintendent or designee may advertise for bids by posting a notice in at least three public places in the district for at least two weeks, or by publishing a notice at least once a week for at least two weeks in a newspaper having a general circulation in the district and, if possible, publishing within the district. The district shall sell the property to the highest responsible bidder or shall reject all bids. (Education Code 17545, 17548)

Property for which no qualified bid has been received may be sold, without further advertising, by the State Administrator/Superintendent or designee. (Education Code 17546)

(cf. 3311 - Bids)

2. The property may be sold by means of a public auction conducted by district employees,

employees of other public agencies, or by contract with a private auction firm. (Education Code 17545)

3. The district may sell the property without advertising for bids under any of the following conditions:

a. The Board members in attendance at a meeting have unanimously determined that the property does not exceed \$2,500 in value. (Education Code 17546)

(cf. 9323.2 - Actions by the Board)

b. The district sells the property to agencies of the federal, state, or local government, to any other school district, or to any agency eligible under the federal surplus property law and the sale price equals the cost of the property plus the estimated cost of purchasing, storing, and handling. (Education Code 17540; 40 USC 549)

c. The district sells or leases the property to agencies of the federal, state, or local government or to any other school district and the price and terms of the sale or lease are fixed by the Board and approved by the County Superintendent of Schools. (Education Code 17542)

Money received from the sale of surplus personal property shall be either deposited in the district reserve or general fund or credited to the fund from which the original purchase was made. (Education Code 17547)

(cf. 3100 - Budget)

(6/96 11/09) 10/15

School Buses

Upon receiving a state apportionment for the replacement of a school bus, the Board may sell the bus that is being replaced to another California school district if the following conditions are met: (Education Code 42303)

1. The other district is replacing a bus that is in service and has not been designated a temporary school bus pursuant to Education Code 42291.5.
2. The bus being replaced by the other district is older than the bus that is being sold by this district.
3. The bus being replaced by the other district is not sold to a third school district.

4. The other district, by Board resolution, holds the state and this district harmless for any liability that may result from the bus that this district is selling.
5. The proceeds from the sale of the bus shall be used by this district for home-to-school transportation purposes.
6. Before the sale is finalized, the bus being sold is in compliance with all relevant provisions of the Vehicle Code and 13 CCR.

6/96

Regulation SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: April 20, 2016

King City, California

Business and Noninstructional Operations

Expenditures and Purchases

The Governing Board recognizes its fiduciary responsibility to oversee the prudent expenditure of district funds. In order to best serve district interests, the Superintendent or designee shall develop and maintain effective purchasing procedures that are consistent with sound financial controls and that ensure the district receives maximum value for items purchased. He/she shall ensure that records of expenditures and purchases are maintained in accordance with law.

- (cf. 3000 - Concepts and Roles)
- (cf. 3100 - Budget)
- (cf. 3350 - Travel Expenses)
- (cf. 3400 - Management of District Assets/Accounts)
- (cf. 3460 - Financial Reports and Accountability)
- (cf. 9270 - Conflict of Interest)

Expending Authority

The Superintendent or designee may purchase supplies, materials, apparatus, equipment, and services up to the amounts specified in Public Contract Code 20111, beyond which a competitive bidding process is required.

The Board shall not recognize obligations incurred contrary to Board policy and administrative regulations.

- (cf. 3311 - Bids)
- (cf. 3312 - Contracts)

The Board shall review all transactions entered into by the Superintendent or designee on behalf of the Board every 60 days. (Education Code 17605)

The Superintendent or designee may authorize an expenditure which exceeds the budget classification allowance against which the expenditure is the proper charge only if an amount sufficient to cover the purchase is available in the budget for transfer by the Board.

- (cf. 3110 - Transfer of Funds)

District funds shall not be expended for the purchase of alcoholic beverages. (Education Code 32435)

Purchasing Procedures

Insofar as possible, goods and services purchased shall meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practices.

Maintenance costs, replacement costs, and trade-in values shall be considered when determining the most economical purchase price. When price, fitness, and quality are equal, recycled products shall be preferred when procuring materials for use in district schools and buildings.

(cf. 3314.2 - Revolving Funds)

(cf. 3440 - Inventories)

(cf. 3511.1 - Integrated Waste Management)

All purchases shall be made by formal contract, or purchase order, or District credit card including CAL-Card, or and shall be accompanied by a receipt. In order to eliminate the processing of numerous small purchase orders, the Superintendent or designee may create a "blanket" or "open" purchase order system for the purchase of minor items as needed from a vendor. He/she shall ensure that the "open" purchase order system details a maximum purchase amount, the types of items that can be purchased under this order, the individuals authorized to approve purchases, and the expiration date of the "open" order.

Legal Reference:

EDUCATION CODE

17604 Delegation of powers to agents; approval or ratification of contracts by governing board

17605 Delegation of authority to purchase supplies and equipment

32370-32376 Recycling paper

32435 Prohibited use of public funds, alcoholic beverages

35010 Control of district; prescription and enforcement of rules

35035 Powers and duties of superintendent

35160 Authority of governing boards

35250 Duty to keep certain records and reports

38083 Purchase of perishable foodstuffs and seasonal commodities

41010. Accounting system

41014 Requirement of budgetary accounting

GOVERNMENT CODE

4330-4334 California made materials

PUBLIC CONTRACT CODE

3410 U.S. produce and processed foods

20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Fiscal Accountability, 2006

WEB SITES

CSBA, Financial Services: <http://www.csba.org/fs>

California Association of School Business Officials: <http://www.casbo.org>

California Department of Education: <http://www.cde.ca.gov>

Policy: South Monterey County Joint Union High School District

Adopted: April 20, 2016

King City, California

Business and Noninstructional Operations

Bids

Advertised/Competitive Bids

The district shall seek competitive bids through advertisement for contracts involving an expenditure of \$15,000 or more for a public project. Public project means construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition, and repair work involving a district owned, leased, or operated facility. (Public Contract Code 20111, 22002)

The district shall also seek competitive bids through advertisement for contracts exceeding the amount specified in law, and as annually adjusted by the State Administrator/Superintendent of Public Instruction, for any of the following: (Government Code 53060; Public Contract Code 20111)

1. The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district
2. Services, not including construction services or special services and advice in accounting, financial, legal, or administrative matters
3. Repairs, including maintenance that is not a public project

Maintenance means routine, recurring, and usual work for preserving, protecting, and keeping a district facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered, or repaired. Maintenance includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility, as well as repairs, cleaning, and other operations on machinery and other permanently attached equipment. This definition does not include, among other types of work, janitorial or custodial services and protection provided by security forces, nor does it include painting, repainting, or decorating other than touchup. (Public Contract Code 20115)

Unless otherwise authorized by law, contracts shall be let to the lowest responsible bidder who shall give such security as the Governing Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

When letting a contract for the procurement and/or maintenance of electronic data processing systems and supporting software, the Board may contract with any one of the three lowest responsible bidders. (Public Contract Code 20118.1)

The Board shall secure bids pursuant to Public Contract Code 20111 and 20112 for any transportation service expenditure of more than \$10,000 when contemplating that such a contract

may be made with a person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of students who are to be transported. The Board may let this contract to other than the lowest bidder. (Education Code 39802)

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the legal requirements of Public Contract Code 20111-20118.4 for contracting after competitive bidding. (Public Contract Code 20116)

Instructions and Procedures for Advertised Bids

The State Administrator/Superintendent or designee shall call for bids by placing a notice at least once a week for two weeks in a local newspaper of general circulation published in the district, or if no such newspaper exists, then in some newspaper of general circulation circulated in the county. The State Administrator/Superintendent or designee also may post the notice on the district's web site or through an electronic portal. The notice shall state the work to be done or materials or supplies to be furnished and the time and place and web site where bids will be opened. The district may accept a bid that has been submitted electronically or on paper. (Public Contract Code 20112)

The notice shall contain the time, date, and location of any mandatory prebid conference, site visit, or meeting. The notice shall also detail when and where project documents, including final plan and specifications, are available. Any such mandatory visit or meeting shall not occur within a minimum of five calendar days of the publication of the initial notice. (Public Contract Code 6610)

Bid instructions and specifications shall include the following requirements and information:

1. All bidders shall certify the minimum, if not exact, percentage of post-consumer materials in products, materials, goods, or supplies offered or sold. (Public Contract Code 22152)
2. All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security: (Public Contract Code 20107, 20111)
3. The security of unsuccessful bidders shall be returned in a reasonable period of time, but in no event later than 60 days after the bid is awarded. (Public Contract Code 20111)
 - a. Cash
 - b. A cashier's check made payable to the district
 - c. A certified check made payable to the district

- d. A bidder's bond executed by an admitted surety insurer and made payable to the district

The security of unsuccessful bidders shall be returned in a reasonable period of time, but in no event later than 60 days after the bid is awarded. (Public Contract Code 20111)

4. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (Public Contract Code 20112)
5. When two or more identical lowest or highest bids are received, the Board may determine by lot which bid shall be accepted. (Public Contract Code 20117)
6. If the district requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in item #a below shall be used. (Public Contract Code 20103.8)
 - a. The lowest bid shall be the lowest total of the bid prices on the base contract without consideration of the prices on the additive or deductive items.
 - b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.
 - c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that, when taken in order from a specifically identified list of those items in the solicitation, and added to or subtracted from the base contract, are less than or equal to a funding amount publicly disclosed by the district before the first bid is opened.

The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders or proposed subcontractors or suppliers from being revealed to the district before the ranking of all bidders from lowest to highest has been determined. (Public Contract Code 20103.8)

7. The district shall consider only responsive bids from responsible bidders in determining the lowest bid.
8. Any subsequent change or alteration of a contract shall be governed by the provisions of Public Contract Code 20118.4.

9. After being opened, all submitted bids become public records pursuant to Government Code 6252 and shall be made available for review pursuant to law, Board policy, and administrative regulation.

(cf. 1340 - Access to District Records)

10. When a bid is disqualified as nonresponsive based on district investigation or other information not obtained from the submitted bid, the State Administrator/Superintendent or designee shall notify the bidder and give him/her an opportunity to respond to the information.

Prequalification Procedure

When required by law or the Board, the State Administrator/Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. For this purpose, the State Administrator/Superintendent or designee shall furnish prospective bidders a standardized proposal form which, when completed, shall indicate a bidder's statement of financial ability and experience in performing public works. The bidder's information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Code of Civil Procedure 446; Public Contract Code 20111.5, 20111.6)

When any public project involves an expenditure of \$1,000,000 or more and is funded or reimbursed wholly or partly by the School Facilities Program funds or other future state school bond, the district shall prequalify prospective bidders either quarterly or annually.

The prequalification shall be valid for one year and the following requirements shall apply: (Education Code 17406, 17407; Public Contract Code 20111.6)

1. Prospective bidders, including, but not limited to, prime, general engineering, and general building contractors and electrical, mechanical, and plumbing subcontractors, as defined in the Business and Professions Code 4113, 7056, or 7057, as applicable, shall submit a standardized questionnaire and financial statement 10 or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.
2. Prospective bidders shall be prequalified by the district five or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.

If the project includes electrical, mechanical, or plumbing components that will be performed by electrical, mechanical, or plumbing contractors, the State Administrator/Superintendent or designee shall make available to all bidders a list of prequalified general contractors and electrical, mechanical, and plumbing subcontractors five or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.

For all other contracts requiring competitive bidding, the district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. Prospective bidders for such contracts shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids and shall be prequalified by the district at least one day before the fixed bid-opening date. (Public Contract Code 20111.5)

Award of Contract

The district shall award each contract to the lowest responsible bidder except in the following circumstances:

1. When the contract is for the procurement and/or maintenance of electronic data processing systems and supporting software, in which case the Board may contract with any one of the three lowest responsible bidders (Public Contract Code 20118.1)
2. When the contract is for any transportation service which involves an expenditure of more than \$10,000 and which will be made with any person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of students who are to be transported, in which case the Board may contract with other than the lowest bidder (Education Code 39802)
3. When the contract is one for which the Board has established goals and requirements relating to participation of disabled veteran or small business enterprises in accordance with Public Contract Code 2000-2002, in which case the Board may contract with the lowest responsible bidder who submits a responsive bid and complies or makes a good faith effort to comply with the goals and requirements (Public Contract Code 2000-2002)

(cf. 9270 - Conflict of Interest)

Protests by Bidders

A bidder may protest a bid award if he/she believes that the award is not in compliance with law, Board policy, or the bid specification. A protest must be filed in writing with the State Administrator/Superintendent or designee within five working days after receipt of notification of the contract award and shall include all documents supporting or justifying the protest. A bidder's failure to file the protest documents in a timely manner shall constitute a waiver of his/her right to protest the award of the contract.

The State Administrator/Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 working days. The State Administrator/Superintendent or designee may also convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the State Administrator/Superintendent or designee's decision to the Board. The State Administrator/Superintendent or designee shall provide notice to the bidder of the date and time for Board consideration of the protest at least three business days before the Board meeting. The Board's decision shall be final.

Alternative Bid Procedures for Technological Supplies and Equipment

Rather than seek competitive bids, the Board may use competitive negotiation when it makes a finding that district procurement is for computers, software, telecommunications equipment, microwave equipment, and other related electronic equipment and apparatus. Competitive negotiation shall not be used to contracts for construction or for the procurement of any product that is available in substantial quantities to the general public. (Public Contract Code 20118.2)

The competitive negotiation process shall include, but not be limited to, the following requirements: (Public Contract Code 20118.2)

1. The State Administrator/Superintendent or designee shall prepare a request for proposals (RFP) that shall be submitted to an adequate number of qualified sources, as determined by the district, to permit reasonable competition consistent with the nature and requirement of the procurement.
2. Notice of the RFP shall be published at least twice in a newspaper of general circulation, at least 10 days before the date for receipt of the proposals.
3. The State Administrator/Superintendent or designee shall make every effort to generate the maximum feasible number of proposals from qualified sources and shall make a finding to that effect before proceeding to negotiate if only a single response to the RFP is received.
4. The RFP shall identify all significant evaluation factors, including price, and their relative importance.
5. The State Administrator/Superintendent or designee shall provide reasonable procedures for the technical evaluation of the RFPs received, the identification of qualified sources, and the selection for the award of the contract.
6. The Board shall award the contract to the qualified bidder whose proposal meets the evaluation standards and will be most advantageous to the district with price and all other factors considered.
7. If the Board does not award the contract to the bidder whose proposal contains the lowest price, then the Board shall make a finding setting forth the basis for the award.
8. The Board, at its discretion, may reject all proposals and request new RFPs.

9. Provisions in any contract concerning utilization of small business enterprises that are in accordance with the RFP shall not be subject to negotiation with the successful proposer.

Bids Not Required

Without advertising for bids and upon a determination that it is in the best interest of the district, the Board may authorize by contract, lease, requisition, or purchase order, another public corporation or agency to lease data-processing equipment or to purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner that the other public corporation or agency is authorized to make the leases or purchases from a vendor ("piggyback"). (Public Contract Code 20118)

(cf. 3300 - Expenditures and Purchases)

Alternatively, if there is an existing contract between a public corporation or agency and a vendor for the lease or purchase of personal property, the district may authorize the lease or purchase of personal property directly from the vendor by contract, lease, requisition, or purchase order and make payment to the vendor under the same terms that are available to the public corporation or agency under the contract. (Public Contract Code 20118)

Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount without taking estimates or advertising for bids. (Public Contract Code 20118.3)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 - Library Media Centers)

Perishable commodities, such as foodstuffs, needed in the operations of cafeterias may be purchased through bid or on the open market. (Education Code 38083)

(cf. 3551 - Food Service Operations/Cafeteria Fund)

In an emergency when any repairs, alterations, work, or improvement to any school facility is necessary to permit the continuance of existing school classes or to avoid danger to life or property, the Board may, by unanimous vote and with the approval of the County Superintendent of Schools, contract for labor and materials or supplies without advertising for or inviting bids or may authorize the use of day labor or force account for the emergency purpose. (Public Contract Code 20113)

(cf. 3517 - Facilities Inspection)

(cf. 9323.2 - Actions by the Board)

Bids shall also not be required for day labor under circumstances specified in Public Contract Code 20114. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code 20114)

Sole Sourcing

In any contract for the construction, alteration, or repair of school facilities, the State Administrator/Superintendent or designee shall not draft the bid specification in a manner that, *either directly or indirectly, limits bidding to any one specific concern* or calls for a designated material, product, thing, or service by a specific brand or trade name, unless the specification designating the specific material, product, thing, or particular brand name is followed by the words "or equal" so that bidders may furnish any equal material, product, thing, or service. In such cases, the bid specification shall provide a time period, before and/or after the award of the contract, for the contractor to submit data substantiating the request for substituting the designated material, product, thing, or service. If no such time period is specified, the contractor may submit the data within 35 days after the award of the contract. (Public Contract Code 3400)

However, the State Administrator/Superintendent or designee may designate a specific concern, material, product, thing, or service by brand or trade name (sole sourcing), if the Board has made a finding, described in the invitation for bids or RFP, that a particular material, product, thing, or service is designated for any of the following purposes: (Public Contract Code 3400)

1. To conduct a field test or experiment to determine its suitability for future use
2. To match others in use on a particular public improvement that has been completed or is in the course of completion
3. To obtain a necessary item that is only available from one source
4. To respond to the Board's declaration of an emergency, as long as the declaration has been approved by four-fifths of the Board when issuing the invitation for bid or RFP

Bids Not Required

Without advertising for bids and upon a determination that it is in the best interest of the district, the Board may authorize another public corporation or agency, by contract, lease, requisition, or purchase order, to lease data-processing equipment or to purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner that the other public corporation or agency is authorized to make the leases or purchases from a vendor ("piggyback"). Alternatively, if the public corporation or agency has an existing contract with a vendor for the lease or purchase of personal property, the district may authorize the lease or purchase of personal property directly from the vendor and make payments under the same terms that are available to the public corporation or agency under the contract. (Public Contract Code 20118)

(cf. 3300 - Expenditures and Purchases)
(cf. 3512 - Equipment)

In addition, upon a determination that it is in the best interest of the district and without advertising for bids, the Board may lease currently owned district property to any person, firm, or corporation for a minimum of \$1 per year, as long as the lease requires the person, firm, or corporation to construct a building or buildings on the property for the district's use during the lease and the property and building(s) will vest in the district at the expiration of the lease ("lease-leaseback"). Prior to entering into a lease-leaseback agreement, the State Administrator/Superintendent or designee shall have on file the contractor's enforceable commitment that the contractor and its subcontractors at every tier will use a skilled and trained workforce to perform all work on the project or contract that falls within an apprenticeable occupation in the building and construction trades. (Education Code 17406, 17407.5)

(cf. 3280 - Sale or Lease of District-Owned Real Property)

Any lease-leaseback agreement shall include a lease term that specifies the district's occupancy of the building or improved property and a financing component as may be determined on a case-by-case basis.

Regardless of the funding source, when any lease-leaseback agreement is for a public project, involves an expenditure of \$1,000,000 or more, and meets other criteria in Public Contract Code 20111.6, the prequalification requirements specified in the "Prequalification Procedure" section above shall be followed. (Education Code 17406)

***Note: The following optional paragraph reflects the authority granted to public agencies pursuant to Government Code 4217.10-4217.18 to enter into energy service contracts without competitive bidding when the agency's governing body determines that the contract is in the best interest of the agency based on the "costs-benefits" analysis specified in Government Code 4217.12. ***

Without advertising for bids, the Board may enter into an energy service contract and any related facility ground lease, when it determines that the terms of the contract and lease are in the best interest of the district. The Board's determination shall be made at a regularly scheduled public hearing of which notice is given to the public at least two weeks in advance and shall be based on cost comparison findings specified in Government Code 4217.12. (Government Code 4217.12)

(cf. 3511 - Energy and Water Management)
(cf. 9320 - Meetings and Notices)

Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount without taking estimates or advertising for bids. (Public Contract Code 20118.3)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6163.1 - Library Media Centers)

Perishable foodstuffs and seasonal commodities needed in the operations of cafeterias may be purchased through bid or on the open market. (Education Code 38083)

(cf. 3551 - Food Service Operations/Cafeteria Fund)

Bids shall not be required for day labor under circumstances specified in Public Contract Code 20114. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code 20114)

In an emergency when any repairs, alterations, work, or improvement to any school facility is necessary to permit the continuance of existing school classes or to avoid danger to life or property, the Board may, by unanimous vote and with the approval of the County Superintendent of Schools, contract for labor and materials or supplies without advertising for or inviting bids or may authorize the use of day labor or force account for the emergency purpose. (Public Contract Code 1102, 20113)

(cf. 3517 - Facilities Inspection)

The district may purchase any surplus property from the federal government or any of its agencies in any quantity needed for the operation of its schools without taking estimates or advertising for bids. (Education Code 17602)

(11/10 8/13) 10/15

Policy

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: April 20, 2016

King City, California

Business and Noninstructional Operations

Equipment

District equipment shall be used primarily for educational purposes and/or to conduct district business. The State Administrator/Superintendent or designee shall ensure that all employees, students, and other users understand the appropriate use of district equipment and that any misuse may be cause for disciplinary action or loss of user privilege.

- (cf. 0440 - District Technology Plan)
- (cf. 3515.4 - Recovery for Property Loss or Damage)
- (cf. 3540 - Transportation)
- (cf. 3551 - Food Service Operations/Cafeteria Fund)
- (cf. 4040 - Employee Use of Technology)
- (cf. 4118 - Dismissal/Suspension/Disciplinary Action)
- (cf. 4218 - Dismissal/Suspension/Disciplinary Action)
- (cf. 5142 - Safety)
- (cf. 5144 - Discipline)
- (cf. 6000 - Concepts and Roles)
- (cf. 6163.4 - Student Use of Technology)
- (cf. 6171 - Title I Programs)

School-connected organizations may be granted reasonable use of the equipment for school-related matters as long as it does not interfere with the use by students or employees or otherwise disrupt district operations.

- (cf. 1230 - School-Connected Organizations)
- (cf. 1330 - Use of School Facilities)

The State Administrator/Superintendent or designee shall approve the transfer of any district equipment from one work site to another and the removal of any district equipment for off-site use. When any equipment is taken off site, the borrower is responsible for its safe return and shall be fully liable for any loss or damage.

Employees transferred to another work site shall take with them only those personal items that have been purchased with their own funds unless otherwise authorized by the State Administrator/Superintendent or designee or applicable Board policy.

The State Administrator/Superintendent or designee shall maintain an inventory of all equipment currently valued in excess of \$500. (Education Code 35168; 5 CCR 3946)

- (cf. 3440 - Inventories)

When equipment is unusable or is no longer needed, it may be sold, donated, or disposed of in accordance with Education Code 17540-17555 or 34 CFR 80.32, as applicable.

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

Equipment Acquired with Federal Funds

The State Administrator/Superintendent or designee shall obtain prior written approval from the California Department of Education or other awarding agency before purchasing equipment with federal funds.

(cf. 3300 - Expenditures and Purchases)

All equipment purchased for federal programs funded through the consolidated application pursuant to Education Code 64000-64001 shall be labeled with the name of the project, identification number, and name of the district. (5 CCR 3946)

For any equipment acquired in whole or in part with federal funds, the State

Administrator/Superintendent or designee shall develop adequate maintenance procedures to keep the property in good condition. He/she shall also develop adequate safeguards to prevent loss, damage, or theft of the property and shall investigate any loss, damage, or theft. (34 CFR 80.32)

(cf. 3530 - Risk Management/Insurance)

(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)

Equipment purchased for use in a federal program shall be used in that program as long as needed, whether or not the program continues to be supported by federal funds. The equipment may be used in other activities currently or previously supported by a federal agency when such use does not interfere with the work on the project or program for which it was originally acquired or when use of the equipment is no longer needed for the original program. (34 CFR 80.32)

Legal Reference:

EDUCATION CODE

17540-17542 Sale or lease of personal property by one district to another

17545-17555 Sale of personal property

17605 Delegation of authority to purchase supplies and equipment

35160 Authority of governing boards

35168 Inventory of equipment

64000-64001 Consolidated application process

CODE OF REGULATIONS, TITLE 5

3946 Control, safeguards, disposal of equipment purchased with state and federal consolidated application funds

4424 Comparability of services

16023 Class 1 - Permanent records

UNITED STATES CODE, TITLE 20

6321 Fiscal requirements

CODE OF FEDERAL REGULATIONS, TITLE 34

80.1-80.52 Uniform administration requirements for grants to state and local governments

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

OFFICE OF MANAGEMENT AND BUDGET PUBLICATIONS

Cost Principles for State, Local, and Indian Tribal Governments, OMB Circular A-87

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

Office of Management and Budget: <https://www.whitehouse.gov/omb>

(9/88 6/98) 10/15

Regulation: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: April 20, 2016

King City, California

Personnel

Special Education Staff

Qualifications/Assignment of Special Education Teachers

Any teacher assigned to serve students with disabilities shall possess an appropriate credential or other authorization issued by the Commission on Teacher Credentialing (CTC) that specifically authorizes him/her to teach students with the primary disability within the program placement recommended in the students' individualized education program (IEP). (5 CCR 80046.1-80048.9.4)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

(cf. 6159 - Individualized Education Program)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6164.6 - Identification and Education Under Section 504)

Special education teachers who teach core academic subjects shall possess the qualifications required by the No Child Left Behind Act. (5 CCR 6100-6126; 20 USC 1401, 6319, 7801; 34 CFR 200.55-200.57, 300.18)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

The district may employ a person with an appropriate district intern credential to provide classroom instruction to students with disabilities, provided he/she has met the subject matter requirement specified in Education Code 44325 and receives guidance, supervision, and professional development through an established district intern program. (Education Code 44325, 44326, 44830.3)

(cf. 4112.21 - Interns)

The State Administrator/Superintendent or designee may request that the CTC issue a special education limited assignment teaching permit which authorizes a qualified special education teacher, with his/her written consent, to serve outside the specialty area of his/her credential. If the teacher has not yet obtained permanent status, the State Administrator/Superintendent or designee shall assign one or more experienced educators in the special education subject area(s) of the permit, who have at least three years of full-time teaching experience in each of the subject area(s) of the permit, to provide guidance and assistance to the permit holder. (5 CCR 80026, 80027.1)

As needed, the district may apply to the CTC for an emergency permit for resource specialist services pursuant to 5 CCR 80023.2 and 80024.3.1.

When requesting either a limited assignment teaching permit or an emergency resource specialist permit, the State Administrator/Superintendent or designee shall submit a Declaration of Need for Fully Qualified Educators that satisfies the requirements of 5 CCR 80026 and has been approved by the Board at a regularly scheduled Board meeting. (5 CCR 80026)

If there is a need to immediately fill a classroom vacancy or a suitable credentialed teacher cannot be found after a diligent search, the State Administrator/Superintendent or designee may, as appropriate, apply to the CTC for a short-term staff permit pursuant to 5 CCR 80021, a provisional internship permit pursuant to 5 CCR 80021.1, or, as a last resort, a credential waiver.

Individuals providing related services to students with disabilities, including developmental, corrective, and other supportive and related services, shall meet the applicable qualifications specified in 5 CCR 3051-3051.24. (5 CCR 3051; 34 CFR 300.34, 300.156)

(cf. 3312 - Contracts)
(cf. 3600 - Consultants)

The State Administrator/Superintendent or designee shall provide ongoing professional development as needed to assist special education staff in updating and improving their

knowledge and skills.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Whenever a candidate for a clear education specialist credential is employed by the district, the State Administrator/Superintendent or designee shall, within 60 days of employment, collaborate with the candidate and, as applicable, with the college or university to develop an individualized induction plan including supported induction and job-related course of advanced preparation. (5 CCR 80048.8.1)

(cf. 4131.1 - Teacher Support and Guidance)

Resource Specialists

The duties of resource specialists shall include, but are not limited to: (Education Code 56362; 5 CCR 80070.5)

1. Providing instruction and services for students with disabilities whose needs have been identified in an IEP
2. Conducting educational assessments

3. Providing information and assistance for students with disabilities and their parents/guardians
4. Providing consultation, resource information, and material regarding students with disabilities to staff members in the regular education program and the students' parents/guardians
5. Coordinating special education services with the regular school program for each student with disabilities enrolled in the resource specialist program
6. Monitoring student progress on a regular basis, participating in the review and revision of IEPs as appropriate, and referring students who do not demonstrate appropriate progress to the IEP team
7. Providing services for secondary students that emphasize academic achievement, career and vocational development, and preparation for adult life

Any student who receives resource specialist services shall be assigned to regular classroom teacher(s) for a majority of the school day, unless his/her IEP team approves enrollment in the resource specialist program for a majority of the school day. (Education Code 56362; 5 CCR 80070.5)

Resource specialists shall not simultaneously be assigned to serve as resource specialists and to teach regular classes. (Education Code 56362)

The district's resource specialist program shall be under the direction of a resource specialist who possesses the qualifications specified in Education Code 56362.

Caseloads

The State Administrator/Superintendent or designee shall ensure that caseloads for special education teachers are within the maximum caseloads established by law, the collective bargaining agreement, and/or the comprehensive plan of the Special Education Local Plan Area (SELPA) in which the district participates.

(cf. 0430 - Comprehensive Local Plan for Special Education)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 4141/4241 - Collective Bargaining Agreement)

No resource specialist shall have a caseload which exceeds 28 students. As necessary and with the agreement of the resource specialist, the Governing Board may request a waiver from the State Board of Education to increase the caseload to no more than 32 students, provided that an individual resource specialist does not have a caseload exceeding 28 students for more than two school years and has the assistance of an instructional aide at least five hours daily during the

period of the waiver. (Education Code 56362, 56362.1; 5 CCR 3100)

(cf. 1431 - Waivers)

The average caseload for language, speech, and hearing specialists shall not exceed 55 cases, unless the SELPA plan specifies a higher average caseload and states the reasons for the higher average caseload. The maximum caseload for speech and language specialists exclusively serving children with disabilities age 3-5 years shall not exceed 40. (Education Code 56363.3, 56441.7)

Legal Reference:

EDUCATION CODE

8264.8 Staffing ratios
44250-44279 Credentials, especially:
44256 Credential types, specialist instruction
44258.9 Assignment monitoring
44265-44265.9 Special education credential
44325-44328 District interns
44830.3 District interns, supervision and professional development
56000-56865 Special education, especially:
56195.8 Adoption of policies
56361 Program options
56362-56362.5 Resource specialist program
56363.3 Maximum caseload; language, speech, and hearing specialists
56440-56441.7 Programs for individuals between the ages of three and five years; caseloads

CODE OF REGULATIONS, TITLE 5

3051.1-3051.24 Staff qualifications to provide related services to students with disabilities
3100 Waivers of maximum caseload for resource specialists
6100-6126 Teacher qualifications, No Child Left Behind Act
80021 Short-term staff permit
80021.1 Provisional internship permit
80023.2 Emergency permits
80025.4 Substitute teaching, special education
80026 Declaration of need for fully qualified educators
80027.1 Special education limited assignment teaching permit
80046.1 Adapted physical education specialist
80046.5 Credential holders authorized to serve students with disabilities
80047-80047.9 Credentials to provide instructional services to students with disabilities
80048-80048.9.4 Credential requirements and authorizations
80070.1-80070.6 Resource specialists

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act, especially:
1401 Definition of highly qualified special education teacher

- 6319 Highly qualified teachers
- 7801 Definitions, highly qualified teacher
- CODE OF FEDERAL REGULATIONS, TITLE 34
- 200.55-200.57 Highly qualified teachers
- 300.8 Definition of autism
- 300.18 Highly qualified special education teachers
- 300.34 Related services
- 300.156 Special education personnel requirements

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Special Education Teaching and Services Credentials, Added Authorizations in Special Education, and Limited Assignment Permits for California Prepared Teachers: Frequently Asked Questions, May 26, 2014

Education Specialist Teaching and Other Related Services Credential Program Standards, 2012

WEB SITES

California Association of Resource Specialists and Special Education Teachers:

<http://www.carsplus.org>

California Department of Education, Special Education: <http://www.cde.ca.gov/sp/se>

California Speech-Language-Hearing Association: <http://www.csha.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

National Association of Special Education Teachers: <http://www.naset.org>

(11/09 11/10) 10/15

Regulation: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: April 20, 2016

King City, California

Personnel

Health And Welfare Benefits

The Governing Board recognizes that health and welfare benefits are essential to promote employee health and productivity and are an important part of the compensation offered to employees. The district shall provide health and welfare benefits for employees in accordance with state and federal law and subject to negotiated employee agreements.

(cf. 4140/4240/4340 - Bargaining Units)
(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4151/4251/4351 - Employee Compensation)

Certificated management, administrative, and supervisory employees who are not in bargaining units shall receive the same health and welfare benefits as those specified in the collective bargaining agreement for certificated employees. Classified management, administrative, and supervisory employees who are not in bargaining units shall receive the same health and welfare benefits as those specified in the collective bargaining agreement for classified employees.

(cf. 4300 - Administrative and Supervisory Personnel)

For purposes of granting benefits pursuant to state law, a registered domestic partner and his/her child shall have the same rights, protections, and benefits as a spouse and spouse's child. (Family Code 297.5)

The State Administrator/Superintendent or designee shall not use or disclose any medical information the district possesses pertaining to an employee without the employee's authorization obtained in accordance with Civil Code 56.21, except for the purpose of administering and maintaining employee benefit plans and for other purposes specified in law. (Civil Code 56.20)

(cf. 4112.6/4212.6/4312.6 - Personnel Records)

The district shall offer full-time employees who work an average of 30 hours or more per week and their dependents up to age 26 years a health insurance plan that includes coverage for essential health benefits, pays at least 60 percent of the medical expenses covered under the terms of the plan, and meets all other requirements of the federal Patient Protection and Affordable Care Act.

With respect to eligibility to participate in the health benefits plan or the level of health benefits provided, the district shall not discriminate in favor of employees who are among the highest paid 25 percent of all district employees. (26 USC 105; 42 USC 300gg-16)

Continuation of Coverage

Retired certificated employees, other employees who would otherwise lose coverage due to a qualifying event specified in law and administrative regulation, and their qualified beneficiaries may continue to participate in the district's group health and welfare benefits in accordance with state and federal law.

Unless otherwise provided for in the applicable collective bargaining agreement, covered employees and their qualified beneficiaries may receive continuation coverage by paying the premiums, dues, and other charges, including any increases in premiums, dues, and costs incurred by the district in administering the program.

Confidentiality

The State Administrator/Superintendent or designee shall not use or disclose any employee's medical information the district possesses without the employee's authorization obtained in accordance with Civil Code 56.21, except for the purpose of administering and maintaining employee benefit plans and for other purposes specified in law. (Civil Code 56.20)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

Legal Reference:

EDUCATION CODE

7000-7008 Health and welfare benefits, retired certificated employees

17566 Self-insurance fund

35208 Liability insurance

35214 Liability insurance (self-insurance)

44041-44042 Payroll deductions for collection of premiums

44986 Leave of absence, state disability benefits

45136 Benefits for classified employees

CIVIL CODE

56.10-56.16 Disclosure of information by medical providers

56.20-56.245 Use and disclosure of medical information by employers

FAMILY CODE

297-297.5 Rights, protections and benefits under law; registered domestic partners

GOVERNMENT CODE

12940 Discrimination in employment

22750-22944 Public Employees' Medical and Hospital Care Act

53200-53210 Group insurance

HEALTH AND SAFETY CODE

1366.20-1366.29 Cal-COBRA program, health insurance

1367.08 Disclosure of fees and commissions paid related to health care service plan
1373 Health services plan, coverage for dependent children who are full-time students
1373.621 Continuation coverage, age 60 or older after five years with district
1374.58 Coverage for registered domestic partners, health service plans and health insurers
INSURANCE CODE

10116.5 Continuation coverage, age 60 or older after five years with district
10128.50-10128.59 Cal-COBRA program, disability insurance
10277-10278 Group and individual health insurance, coverage for dependent children
10604.5 Annual disclosure of fees and commissions paid
12670-12692.5 Conversion coverage

LABOR CODE

2800.2 Notification of conversion and continuation coverage
4856 Health benefits for spouse of peace officer killed in performance of duties

UNEMPLOYMENT INSURANCE CODE

2613 Education program; notice of rights and benefits

UNITED STATES CODE, TITLE 1

7 Definition of marriage, spouse

UNITED STATES CODE, TITLE 26

105 Self-insured medical reimbursement plan; definition of highly compensated individual

4980B COBRA continuation coverage

4980H Penalty for noncompliance with employer-provided health care requirements

5000A Minimum essential coverage

6056 Report of health coverage provided to employees

UNITED STATES CODE, TITLE 29

1161-1168 COBRA continuation coverage

UNITED STATES CODE, TITLE 42

300gg-300gg95 Patient Protection and Affordable Care Act, especially:

300gg-16 Group health plan; nondiscrimination in favor of highly compensated individuals

1395-1395g Medicare benefits

CODE OF FEDERAL REGULATIONS, TITLE 26

54.4980B-1-54.4980B-10 COBRA continuation coverage

54.4980H-1-54.4980H-6 Patient Protection and Affordable Care Act

1.105-11 Self-insured medical reimbursement plan

CODE OF FEDERAL REGULATIONS, TITLE 45

164.500-164.534 Health Insurance Portability and Accountability Act (HIPAA)

Management Resources:

CALIFORNIA SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Health Policy: Implications of Covered California for School Boards, Districts and Personnel,
Governance Brief, January 2013

INTERNAL REVENUE SERVICE NOTICES

2011-1 Affordable Care Act Nondiscrimination Provisions Applicable to Insured Group Health

Plans

U.S. DEPARTMENT OF TREASURY PUBLICATIONS

Fact Sheet: Final Regulations Implementing Employer Shared Responsibility Under the Affordable Care Act (ACA) for 2015

WEB SITES

CSBA: <http://www.csba.org>

California Employment Development Department: <http://www.edd.ca.gov>

Internal Revenue Service: <http://www.irs.gov>

U.S. Department of Health and Human Services, Centers for Medicare and Medicaid Services:
<http://www.cms.gov>

U.S. Department of Labor: <http://www.dol.gov>

(7/09 7/12) 10/15

Legal Reference:

EDUCATION CODE

7000-7008 Health and welfare benefits, retired certificated employees

17566 Self-insurance fund

35208 Liability insurance

35214 Liability insurance (self-insurance)

44041-44042 Payroll deductions for collection of premiums

44986 Leave of absence, state disability benefits

45136 Benefits for classified employees

CIVIL CODE

56.10-56.16 Disclosure of information by medical providers

56.20-56.245 Use and disclosure of medical information by employers

FAMILY CODE

297-297.5 Rights, protections and benefits under law; registered domestic partners

GOVERNMENT CODE

22750-22944 Public Employees' Medical and Hospital Care Act

53200-53210 Group insurance

HEALTH AND SAFETY CODE

1366.20-1366.29 Cal-COBRA program, health insurance

1367.08 Disclosure of fees and commissions paid related to health care service plan

1373 Health services plan, coverage for dependent children over 18 who are full-time students

1373.621 Continuation coverage, age 60 or older after five years with district

1374.58 Coverage for registered domestic partners, health service plans and health insurers

INSURANCE CODE

10116.5 Continuation coverage, age 60 or older after five years with district

10128.50-10128.59 Cal-COBRA program, disability insurance

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4254
4354

10277-10278 Group and individual health insurance, coverage for dependent children
10604.5 Annual disclosure of fees and commissions paid
12670-12692.5 Conversion coverage

LABOR CODE

2800.2 Notification of conversion and continuation coverage
4856 Health benefits for spouse of peace officer killed in performance of duties

UNEMPLOYMENT INSURANCE CODE

2613 Education program; notice of rights and benefits

UNITED STATES CODE, TITLE 1

7 Definition of marriage, spouse

UNITED STATES CODE, TITLE 26

139C COBRA premium assistance, elimination of subsidy for high-income individuals

4980B COBRA continuation coverage

6432 COBRA premium assistance

6720C COBRA premium assistance, failure to notify health plan of cessation of eligibility

UNITED STATES CODE, TITLE 29

1161-1168 COBRA continuation coverage

UNITED STATES CODE, TITLE 42

1395-1395g Medicare benefits

CODE OF FEDERAL REGULATIONS, TITLE 26

54.4980B-1-54.4980B-10 COBRA continuation coverage

CODE OF FEDERAL REGULATIONS, TITLE 45

164.500-164.534 Health Insurance Portability and Accountability Act (HIPAA)

Management Resources:

INTERNAL REVENUE SERVICE GUIDANCE

Premium Assistance for COBRA Benefits, Notice 2009-27

WEB SITES

CSBA: <http://www.csba.org>

California Department of Industrial Relations: <http://www.dir.ca.gov>

California Employment Development Department: <http://www.edd.ca.gov>

Internal Revenue Service: <http://www.irs.gov>

U.S. Department of Health and Human Services, Centers for Medicare and Medicaid Services: <http://www.cms.hhs.gov>

U.S. Department of Labor: <http://www.dol.gov>

(7/04 3/05) 7/09

BP 4154 (e)
4254
4354

Policy SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: April 20, 2016

King City, California

Personnel

Health And Welfare Benefits

Affordability of Health Coverage

The Superintendent or designee shall seek written assurance from the district's health insurance carrier(s) that the health plan offered to full-time district employees and their dependents meets all requirements of the federal Patient Protection and Affordable Care Act. (42 USC 300gg-300gg95; 26 USC 4980H; 26 CFR 54.4980H-1-54.4980H-6)

The Superintendent or designee also shall ensure that each employee's contribution to the employee-only health coverage does not exceed 9.5 percent of his/her modified household income, as defined in 26 USC 5000A. The Superintendent or designee shall calculate the affordability of the coverage using one or more of the following methods in a uniform and consistent basis for all employees within the same category: (26 USC 4980H; 26 CFR 54.4980H-4-54.4980H-5)

1. The district shall ensure that the lowest cost employee-only coverage does not exceed 9.5 percent of wages paid to the employee by the district for the calendar year as reported on the employee's W-2 tax form. For an employee not offered coverage for an entire calendar year, the wages shall be adjusted to reflect the period for which coverage was offered.
2. The district shall ensure that the employee's required monthly contribution for the lowest cost employee-only coverage does not exceed 9.5 percent of an amount equal to 130 hours multiplied by the employee's hourly rate of pay on the first day of the plan year or his/her lowest hourly pay during the calendar month, whichever is lower.
3. The district shall ensure that the employee's contribution does not exceed 9.5 percent of a monthly amount determined as the federal poverty line for a single individual for the applicable calendar year, divided by 12.

Retired Certificated Employees

Any former certificated employee who retired from the district under any public retirement system and his/her spouse/domestic partner shall be permitted to enroll in the health and welfare and/or dental care benefit plan currently provided for certificated employees. The plan also shall be available to any surviving spouse/domestic partner of a former certificated employee who either retired from the district or was, at the time of death, employed by the district and a member of the State Teachers' Retirement System. (Education Code 7000)

A retired certificated employee or surviving spouse/domestic partner shall be allowed to enroll in the coverage within 30 days of losing active employee coverage. (Education Code 7000)

Continuation Coverage

Covered district employees, and their qualified beneficiaries shall be offered the opportunity to continue health and disability insurance coverage when they otherwise would lose coverage due to one of the following qualifying events: (Health and Safety Code 1366.21, 1366.23, 1373; Insurance Code 10128.51, 10128.53, 10277; 26 USC 4980B; 26 CFR 54.4980B-4)

1. Death of the covered employee
2. Termination or reduction in hours of the covered employee's employment, other than termination by reason of the employee's gross misconduct

(cf. 4117.4 - Dismissal)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

3. Divorce or legal separation of the covered employee
4. Covered employee's becoming entitled to Medicare benefits
5. A dependent child ceasing to be a dependent child of the covered employee

Continuation health coverage shall be the same as provided to similarly situated individuals under the group benefit plan. (Health and Safety Code 1366.23; Insurance Code 10128.53; 26 USC 4980B)

The Superintendent or designee shall notify the health care service plan administrator of a qualifying event listed in item #1, 2, or 4 above, within 30 days of the event. A covered employee or qualified beneficiary shall notify the service plan administrator of a qualifying event listed in item #3 or 5 above within 60 days of the event or of the date that the beneficiary would lose coverage, whichever is later. (26 USC 4980B; 29 USC 1163, 1166; 26 CFR 54.4980B-6)

Continuation coverage shall be terminated in accordance with the district's insurance plan and federal and state law. (26 USC 4980B; 26 CFR 54.4980B-6; Health and Safety Code 1373.621; Insurance Code 10116.5)

Disability Insurance

The Superintendent or designee shall give notice of disability insurance rights and benefits to each new employee and each employee leaving work due to pregnancy, nonoccupational illness or injury, or the need to provide care for any sick or injured family member, or the need to bond

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with a minor child within the first year of the child's birth or placement in connection with foster care or adoption. (Unemployment Insurance Code 2613)

(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)

(cf. 4161/4261/4361 - Leaves)

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

(cf. 4261.1 - Personal Illness and Injury Leave)

Note: Education Code 7008, reflected below, does not apply to employees of districts that have contracted for health care coverage through PEMHCA, Government Code 22750-22944.

When disabled by an injury resulting from a violent act sustained while performing duties within the scope of employment and performing creditable employment, a certificated or classified employee may continue in the district health and dental care plans upon meeting criteria specified by law. The employee shall pay all employer and employee premiums and related administrative costs. (Education Code 7008)

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Regulation SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: April 20, 2016

King City, California

Students

The State Administrator/Superintendent or designee shall ensure that each child entering a district school at any grade level adheres to district admission requirements and enrollment procedures.

- (cf. 5111 - Admission)
- (cf. 5111.1 - District Residency)
- (cf. 5116 - Intradistrict Open Enrollment)
- (cf. 5117 - Interdistrict Attendance)
- (cf. 5125 - Student Records)
- (cf. 5141.3 - Health Examinations)

Mandatory Exclusions

The State Administrator/Superintendent or designee shall not unconditionally admit any student to an elementary or secondary school, preschool, or child care and development program for the first time, nor, after July 1, 2016, admit or advance any student to grade 7-9 unless the student has been fully immunized in accordance with Health and Safety Code 120335 and BP/AR 5141.31 - Immunizations or is exempted by law.

If a conditionally admitted student has not received required immunizations within 10 days after his/her parent/guardian has been notified of the need to do so, the student shall be excluded until he/she provides written evidence that he/she has received the vaccines due at that time. (Education Code 48216; Health and Safety Code 120335, 120370; 17 CCR 6055)

- (cf. 5141.31 - Immunizations)
- (cf. 5141.22 - Infectious Diseases)

The State Administrator/Superintendent or designee shall not admit a student who is reasonably suspected of having active tuberculosis. He/she shall be denied admission until the local health officer or licensed medical practitioner informs the district, in writing, that the student is no longer at risk of developing or transmitting the disease. (Health and Safety Code 121485, 121495, 121505)

- (cf. 5141.26 - Tuberculosis Testing)

The State Administrator/Superintendent or designee shall exclude a student who is infected with any contagious or infectious disease. The student shall be permitted to return to school when a medical provider informs the State Administrator/Superintendent or designee in writing that he/she is satisfied that the contagious or infectious disease no longer exists. (Education Code 49451; 5 CCR 202)

The State Administrator/Superintendent or designee shall exclude a student who resides where

any contagious, infectious, or communicable disease subject to quarantine exists or has recently existed and who is subject to strict isolation or quarantine of contacts, unless written permission of the health officer is provided. (Health and Safety Code 120230)

Permissive Exclusions

A student may be excluded from attendance at a district school under either of the following circumstances:

1. If there is good cause to believe that the student has been exposed to any disease stated in Health and Safety Code 120335 and his/her documentation of immunization does not show proof of immunization against that disease, the student may be temporarily excluded from the school until the local health officer is satisfied that the student is no longer at risk of developing or transmitting the disease. (Health and Safety Code 120335, 120370)
2. If the student has not had the health screening specified in Health and Safety Code 124040 before or within the first 90 days of attending first grade, he/she may be excluded for up to five days unless the parent/guardian has presented a waiver or the district has exempted the student from this requirement in accordance with law. (Health and Safety Code 124105)

(cf. 5141.32 - Health Screening for School Entry)

Notifications to Parents/Guardians

Prior to excluding a student from attendance, the State Administrator/Superintendent or designee shall send a notice to the student's parent/guardian stating the facts leading to the exclusion.

The State Administrator/Superintendent or designee may exclude a student without prior notice to the parent/guardian if the student is excluded because: (Education Code 48213)

1. He/she resides in an area subject to quarantine pursuant to Health and Safety Code 120230
2. He/she is exempt from a medical examination but suffers from a contagious or infectious disease pursuant to Education Code 49451.
3. The State Administrator/Superintendent or designee determines that the presence of the student would constitute a clear and present danger to the safety or health of other students or school personnel.

However, in such cases, the State Administrator/Superintendent or designee shall send a notice as soon as reasonably possible after the exclusion. (Education Code 48213)

In all other cases, the State Administrator/Superintendent or designee shall send a notice to the

student's parent/guardian stating the facts leading to the exclusion, prior to excluding the student from attendance.

Appeals from Exclusion

Upon exclusion of his/her child, a parent/guardian may meet with the State Administrator/Superintendent or designee to discuss the exclusion. If the parent/guardian disagrees with the decision of the State Administrator/Superintendent or designee to exclude his/her child, he/she may appeal the decision to the Governing Board.

The parent/guardian shall have an opportunity to inspect all documents upon which the district is basing its decision, to challenge any evidence and question any witness presented by the district, to present oral and documentary evidence on the student's behalf, and to have one or more representatives present at the meeting.

Legal Reference:

EDUCATION CODE

48210-48216 Persons excluded

49076 Access to records by persons without written consent or under judicial order

49408 Information of use in emergencies

49451 Parent's refusal to consent

HEALTH AND SAFETY CODE

120230 Exclusion of persons from school

120325-120380 Educational and child care facility immunization requirements

121475-121520 Tuberculosis tests for students

124025-124110 Child Health and Disability Prevention Program

CODE OF REGULATIONS, TITLE 5

202 Exclusion of students with a contagious disease

CODE OF REGULATIONS, TITLE 17

6055 Exclusion for failure to obtain required immunizations

Management Resources:

CSBA PUBLICATIONS

Recent Legislation on Vaccines: SB 277, Fact Sheet, August 2015

WEB SITES

CSBA: <http://www.csba.org>

California Department of Public Health, Immunization Branch:

<http://www.cdph.ca.gov/programs/immunize>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

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Regulation SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: April 20, 2016

King City, California

Students

Student Records

Definitions

Student means any individual who is or has been in attendance at the district and regarding whom the district maintains student records. (34 CFR 99.3)

Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. (34 CFR 99.3)

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district, required to be maintained by an employee in the performance of his/her duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record. (34 CFR 99.3; Education Code 49061, 49062; 5 CCR 430)

Student records do not include: (34 CFR 99.3; Education Code 49061, 49062; 5 CCR 430)

1. Directory information

(cf. 5125.1 - Release of Directory Information)

2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute
3. Records of the law enforcement unit of the district, subject to the provisions of 34 CFR 99.8

(cf. 3515 - Campus Security)

(cf. 3515.3 - District Police/Security Department)

4. Records created or received by the district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student
5. Grades on peer-graded papers before they are collected and recorded by a teacher

Mandatory permanent student records are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive. (5 CCR 430)

Mandatory interim student records are those records which the schools are directed to compile and maintain for stipulated periods of time and are then destroyed in accordance with state law,

regulation, or administrative directive. (5 CCR 430)

Permitted student records are those records having clear importance only to the current educational process of the student. (5 CCR 430)

Access means a personal inspection and review of a record, an accurate copy of a record or receipt of an accurate copy of a record, an oral description or communication of a record, and a request to release a copy of any record. (Education Code 49061)

Disclosure means to permit access to, or the release, transfer, or other communication of, personally identifiable information contained in education records to any party, except the party that provided or created the record, by any means including oral, written, or electronic. (34 CFR 99.3)

Personally identifiable information includes, but is not limited to: (34 CFR 99.3)

1. The student's name
2. The name of the student's parent/guardian or other family members
3. The address of the student or student's family
4. A personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting)
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty
7. Information requested by a person who the district reasonably believes knows the identity of the student to whom the student record relates

Adult student is a person who is or was enrolled in school and who is at least 18 years of age. (5 CCR 430)

Parent/guardian means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent. (Education Code 49061, 56050, 56055)

School officials and employees are officials or employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records. School officials and employees include contractors, consultants, volunteers, or other parties to whom the district has outsourced district functions and who perform services for which the district would otherwise use employees.

A *legitimate educational interest* is one held by school officials and employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records.

Custodian of records is the employee responsible for the security of student records maintained by the district and for devising procedures for assuring that access to such records is limited to authorized persons. (5 CCR 433)

County placing agency means the county social service department or county probation department. (Education Code 49061)

Persons Granted Access Without Prior Written Consent

The following persons or agencies shall have absolute access to any and all student records in accordance with law:

1. Parents/guardians of students younger than age 18 years, including the parent who is not the student's custodial parent (Education Code 49069; Family Code 3025)
2. An adult student age 18 or older or a student under the age of 18 who attends a postsecondary institution, in which case the student alone shall exercise rights related to his/her student records and grant consent for the release of records (34 CFR 99.3, 99.5)
3. Parents/guardians of an adult student with disabilities who is age 18 years or older and has been declared incompetent under state law (Education Code 56041.5)

(cf. 6159 - Individualized Education Program)

Access for Limited Purpose/Legitimate Educational Interest

The following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest or other legally authorized purpose:

1. Parents/guardians of a student age 18 or older who is a dependent child as defined under 26 USC 152 (Education Code 49076; 34 CFR 99.31)
2. Students who are age 16 or older or who have completed the 10th grade (Education Code 49076; 34 CFR 99.31)
3. School officials and employees, consistent with the definition provided in the section "Definitions" above (Education Code 49076; 34 CFR 99.31)
4. Members of a school attendance review board (SARB) who are authorized representatives of the district and any volunteer aide age 18 or older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred student (Education Code 49076)

(cf. 5113.1 - Chronic Absence and Truancy)

5. Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer (Education Code 49076; 34 CFR 99.31)

Unless the annual parent/guardian notification issued pursuant to Education Code 48980 includes a statement that the district may disclose students' personally identifiable information to officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, the State Administrator/Superintendent or designee shall, when such a disclosure is made, make a reasonable attempt to notify the parent/guardian or adult student at his/her last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record. (34 CFR 99.34)

6. The Student Aid Commission, for the purpose of providing the grade point average (GPA) of all district students in grade 12, and subsequently providing verification of high school graduation or its equivalent of all students who graduated in the prior academic year, for use in the Cal Grant postsecondary financial aid program, except when students opt out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA (Education Code 69432.9, 69432.92)

No later than October 15 each year, the State Administrator/Superintendent or designee shall notify each student in grade 12, and his/her parents/guardians if the student is under age 18 years, that the student's GPA will be forwarded to the Student Aid Commission unless he/she opts out within a period of time specified in the notice, which shall not be less than 30 days. (Education Code 69432.9)

Students' social security numbers shall not be included in the submitted information unless the Student Aid Commission deems it necessary to complete the financial aid application and the State Administrator/Superintendent or designee obtains permission from the student's parent/guardian, or from the adult student, to submit the social security number. (Education Code 69432.9)

7. Federal, state, and local officials, as needed for an audit, evaluation, or compliance activity related to a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35 (Education Code 49076; 34 CFR 99.3, 99.31, 99.35)

8. Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program pursuant to item #7 above (Education Code 49076)

9. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

Unless otherwise instructed by the court, the State Administrator/Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the

parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order. (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

10. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition (Education Code 49076)

11. A district attorney's office for consideration against a parent/guardian for failure to comply with compulsory education laws (Education Code 49076)

12. Any probation officer, district attorney, or counsel of record for a minor student for the purposes of conducting a criminal investigation or an investigation in regards to declaring the minor student a ward of the court or involving a violation of a condition of probation, subject to evidentiary rules specified in Welfare and Institutions Code 701 (Education Code 49076)

When disclosing records for these purposes, the State Administrator/Superintendent or designee shall obtain written certification from the recipient of the records that the information will not be disclosed to another party without prior written consent of the student's parent/guardian or the holder of the student's educational rights, unless specifically authorized by state or federal law. (Education Code 49076)

13. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681 (Education Code 49076)

In such cases, the judge or probation officer shall certify in writing to the State Administrator/Superintendent or designee that the information will be used only for truancy purposes. Upon releasing student information to a judge or probation officer, the State Administrator/Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)

14. Any foster family agency with jurisdiction over currently enrolled or former students for purposes of accessing those students' records of grades and transcripts and any individualized education program developed and maintained by the district (Education Code 49069.3)

(cf. 6173.1 - Education for Foster Youth)

***Note: AB 1068 (Ch. 713, Statutes of 2013) amended Education Code 49076 to add authorization to disclose records pursuant to items #15-17 below. ***

15. A student age 14 years or older who is both a homeless student and an unaccompanied minor as defined in 42 USC 11434a (Education Code 49076)

(cf. 6173 - Education for Homeless Children)

16. An individual who completes items 1-4 of the caregiver's authorization affidavit pursuant to Family Code 6552 and signs the affidavit for the purpose of enrolling a minor in school (Education Code 49076)

17. A caseworker or other representative of a state or local child welfare agency or tribal organization that has legal responsibility for the care and protection of a student, provided that the information is directly related to providing assistance to address the student's educational needs (Education Code 49076; 20 USC 1232(g))

18. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a student with disabilities who is suspended or expelled for committing an act violating Penal Code 245 (Education Code 48902, 49076)

When disclosing such records, the State Administrator/Superintendent or designee shall obtain written certification by the recipient of the records as described in item #12 above. (Education Code 49076)

19. Designated peace officers or law enforcement agencies in cases where the district is authorized by law to assist law enforcement in investigations of suspected criminal conduct or kidnapping and a written parental consent, lawfully issued subpoena, or court order is submitted to the district, or information is provided to it indicating that an emergency exists in which the student's information is necessary to protect the health or safety of the student or other individuals (Education Code 49076.5; 34 CFR 99.1-99.67)

In such cases, the State Administrator/Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another public school district or California private school. (Education Code 49076.5)

When disclosing records for the above purposes, the State Administrator/Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

In addition, the parent/guardian or adult student may provide written consent for access to be granted to persons, agencies, or organizations not afforded access rights by law. The written consent shall specify the records to be released and the party or parties to whom they may be released. (Education Code 49075)

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent/guardian may grant consent if both parents/guardians notify the district, in writing, that such an agreement has been made. (Education Code 49061)

(cf. 5021 - Noncustodial Parents)

Discretionary Access

At his/her discretion, the State Administrator/Superintendent or designee may release information from a student's records to the following:

1. Appropriate persons, including parents/guardians of a student, in an emergency if the health and safety of the student or other persons are at stake (Education Code 49076; 34 CFR 99.31, 99.32, 99.36)

When releasing information to any such appropriate person, the State Administrator/Superintendent or designee shall record information about the threat to the health or safety of the student or any other person that formed the basis for the disclosure and the person(s) to whom the disclosure was made. (Education Code 49076; 34 CFR 99.32)

Unless it would further endanger the health or safety of the student or other persons, the State Administrator/Superintendent or designee shall inform the parent/guardian or adult student within one week of the disclosure that the disclosure was made, of the articulable and significant threat to the health or safety of the student or other individuals that formed the basis for the disclosure, and of the parties to whom the disclosure was made.

2. Accrediting associations (Education Code 49076; 34 CFR 99.31)
3. Under the conditions specified in Education Code 49076 and 34 CFR 99.31, organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that: (Education Code 49076; 34 CFR 99.31)
 - a. The study is conducted in a manner that does not permit personal identification of parents/guardians and students by individuals other than representatives of the organization who have legitimate interests in the information.
 - b. The information is destroyed when no longer needed for the purposes for which the study is conducted.
 - c. The district enters into a written agreement with the organization that complies with 34 CFR 99.31.
4. Officials and employees of private schools or school systems where the student is

enrolled or intends to enroll, subject to the rights of parents/guardians as provided in Education Code 49068 and in compliance with 34 CFR 99.34 (Education Code 49076; 34 CFR 99.31, 99.34)

5. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, unless the parent/guardian has requested that no disclosures of this type be made (Health and Safety Code 120440)

6. Contractors and consultants having a legitimate educational interest based on services or functions which have been outsourced to them through a formal written agreement or contract by the district, excluding volunteers or other parties (Education Code 49076)

(cf. 3600 - Consultants)

7. Agencies or organizations in connection with the student's application for or receipt of financial aid, provided that information permitting the personal identification of a student or his/her parents/guardians for these purposes is disclosed only as may be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine the conditions which will be imposed regarding the financial aid, or enforce the terms or conditions of the financial aid (Education Code 49076; 34 CFR 99.31, 99.36)

8. County elections officials for the purpose of identifying students eligible to register to vote or offering such students an opportunity to register, subject to the provisions of 34 CFR 99.37 and under the condition that any information provided on this basis shall not be used for any other purpose or transferred to any other person or agency (Education Code 49076; 34 CFR 99.31, 99.37)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

When disclosing records for the above purposes, the State Administrator/Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

De-identification of Records

When authorized by law for any program audit, educational research, or other purposes, the State Administrator/Superintendent or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information. Prior to releasing such information, the State Administrator/Superintendent or designee shall make a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases and taking into account other reasonably available information. (Education Code 49074, 49076; 34 CFR 99.31)

Process for Providing Access to Records

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained in different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians shall be notified of the location of student records if not centrally located. (Education Code 49069; 5 CCR 433)

The custodian of records shall be responsible for the security of student records and shall ensure that access is limited to authorized persons. (5 CCR 433)

The custodian of records shall develop reasonable methods, including physical, technological, and administrative controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests. (34 CFR 99.31)

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For those individuals for whom the law requires that access be granted based on a legitimate educational interest, the request shall specify such interest involved.

When prior written consent is required by law, the parent/guardian shall provide a written, signed and dated consent before the district discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon request by the parent/guardian, the district shall provide him/her a copy of the records disclosed. (34 CFR 99.30)

Within five business days following the date of request, a parent/guardian or other authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. (Education Code 49069)

Qualified certificated personnel shall be available to interpret records when requested. (Education Code 49069)

The custodian of records or the State Administrator/Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection. (5 CCR 435)

Access Log

A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the records and the legitimate educational interest of the requester. (Education Code 49064)

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. (5 CCR 435)

The log does not need to include record of access by: (Education Code 49064)

1. Parents/guardians or adult students
2. Students who are 16 years of age or older or who have completed the 10th grade
3. Parties obtaining district-approved directory information

(cf. 5125.1 - *Release of Directory Information*)

4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075
5. School officials and employees who have a legitimate educational interest

The log shall be accessible only to the parent/guardian, adult student, dependent adult student, student age who is 16 years or older or who has completed the 10th grade, custodian of records, and certain state/federal officials. (Education Code 49064; 5 CCR 432)

Duplication of Student Records

To provide copies of any student record, the district shall charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Education Code 49065)

Changes to Student Records

No additions except routine updating shall be made to a student's record after high school graduation or permanent departure without prior consent of the parent/guardian or adult student. (5 CCR 437)

Only a parent/guardian having legal custody of the student or an adult student may challenge the content of a record or offer a written response to a record. (Education Code 49061)

(cf. 5125.3 - *Challenging Student Records*)

Retention and Destruction of Student Records

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR 431)

Mandatory Permanent Student Records

The following *Mandatory Permanent Student Records* shall be kept indefinitely: (5 CCR 432, 437)

1. Legal name of student
2. Date and place of birth and method of verifying birth date

(cf. 5111 - Admission)

3. Sex of student
4. Name and address of parent/guardian of minor student
 - a. Address of minor student if different from the above
 - b. Annual verification of parent/guardian's name and address and student's residence

(cf. 5111.1 - District Residency)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

5. Entrance and departure dates of each school year and for any summer session or other extra session
6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given

(cf. 5121 - Grades/Evaluation of Student Achievement)

7. Verification of or exemption from required immunizations

(cf. 5141.31 - Immunizations)

8. Date of high school graduation or equivalent

Mandatory Interim Student Records

Mandatory Interim Student Records, unless forwarded to another district, shall be maintained subject to destruction during the third school year following a determination that their usefulness has ceased or the student has left the district. These records include: (Education Code 48918, 51747; 5 CCR 432, 437, 16027)

1. Expulsion orders and the causes therefor

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

2. A log identifying persons or agencies who request or receive information from the student record

3. Health information, including verification or waiver of the health screening for school entry

(cf. 5141.32 - Health Screening for School Entry)

4. Information on participation in special education programs, including required tests, case studies, authorizations, and evidence of eligibility for admission or discharge

(cf. 6159 - Individualized Education Program)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

5. Language training records

(cf. 6174 - Education for English Language Learners)

6. Progress slips/notices required by Education Code 49066 and 49067
7. Parental restrictions/stipulations regarding access to directory information
8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action
9. Parent/guardian authorization or denial of student participation in specific programs
10. Results of standardized tests administered within the past three years

(cf. 6162.51 - Standardized Testing and Reporting Program)

(cf. 6162.52 - High School Exit Examination)

11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study

(cf. 6158 - Independent Study)

Permitted student records may be destroyed six months after the student completes or withdraws from the educational program, including: (5 CCR 432, 437)

1. Objective counselor and/or teacher ratings
2. Standardized test results older than three years
3. Routine disciplinary data

(cf. 5144 - Discipline)

4. Verified reports of relevant behavioral patterns
5. All disciplinary notices

6. Supplementary attendance records

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction. (5 CCR 437)

Transfer of Student Records

If a student transfers into this district from any other school district or a private school, the State Administrator/Superintendent or designee shall inform the parent/guardian of his/her rights regarding student records, including the right to review, challenge, and receive a copy of student records. (Education Code 49068; 5 CCR 438)

When a student transfers into this district from another district, the State Administrator/Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in his/her suspension or expulsion. (Education Code 48201)

*(cf. 4158/4258/4358 - Employee Security)
(cf. 5119 - Students Expelled From Other Districts)*

When a student transfers from this district to another school district or to a private school, the State Administrator/Superintendent or designee shall forward a copy of the student's mandatory permanent record as requested by the other district or private school. The original record or a copy shall be retained permanently by this district. If the transfer is to another California public school, the student's entire mandatory interim record shall also be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district or private school. (Education Code 48918; 5 CCR 438)

Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the State Administrator/Superintendent or designee shall transfer the student's records to the next educational placement within two business days. (Education Code 49069.5)

All student records shall be updated before they are transferred. (5 CCR 438)

Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian. (5 CCR 438)

If the district is withholding grades, diploma, or transcripts from the student because of his/her damage or loss of school property, this information shall be sent to the requesting district along with the student's records.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

Notification of Parents/Guardians

Upon any student's initial enrollment, and at the beginning of each school year thereafter, the State Administrator/Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. Insofar as practicable, the district shall provide these notices in the student's home language and shall effectively notify parents/guardians or eligible students who are disabled. (34 CFR 99.7; Education Code 49063)

(cf. 5145.6 - Parental Notifications)

The notice shall include: (34 CFR 99.7, 99.34; Education Code 49063)

1. The types of student records kept by the district and the information contained therein
2. The title(s) of the official(s) responsible for maintaining each type of record
3. The location of the log identifying those who request information from the records
4. District criteria for defining school officials and employees and for determining legitimate educational interest
5. District policies for reviewing and expunging student records
6. The right to inspect and review student records and the procedures for doing so
7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights

(cf. 5125.3 - Challenging Student Records)

8. The cost, if any, charged for duplicating copies of records
9. The categories of information defined as directory information pursuant to Education Code 49073
10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law
11. The availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school

(cf. 5020 - Parent Rights and Responsibilities)

12. Any other rights and requirements set forth in Education Code 49060-49078, and the right of

parents/guardians to file a complaint with the United States Department of Education concerning an alleged failure by the district to comply with 20 USC 1232g

13. A statement that the district forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

Student Records from Social Media

For the purpose of gathering and maintaining records of students' social media activity, the State Administrator/Superintendent or designee shall: (Education Code 49073.6)

1. Gather or maintain only information that pertains directly to school safety or student safety
2. Provide a student with access to any information that the district obtained from his/her social media activity and an opportunity to correct or delete such information
3. Destroy information gathered from social media and maintained in student records within one year after a student turns 18 years of age or within one year after the student is no longer enrolled in the district, whichever occurs first
4. Notify each parent/guardian that the student's information is being gathered from social media and that any information maintained in the student's records shall be destroyed as provided in item #3 above. The notification shall also include, but is not limited to, an explanation of the process by which a student or his/her parent/guardian may access the student's records for examination of the information gathered or maintained and the process by which removal of the information may be requested or corrections to the information may be made. The notification may be provided as part of the annual parental notification required pursuant to Education Code 48980.
5. If the district contracts with a third party to gather information on a student from social media, ensure that the contract:
 - a. Prohibits the third party from using the information for purposes other than those specified in the contract or from selling or sharing the information with any person or entity other than the district, the student, or his/her parent/guardian
 - b. Requires the third party to destroy the information immediately upon satisfying the terms of the contract, or when the district notifies the third party that the student has turned 18 years of age or is no longer enrolled in the district, whichever occurs first

(11/12 12/14) 12/15

Regulation: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: April 20, 2016

King City, California

Students

Immunizations

To protect the health of all students and staff and to curtail the spread of infectious diseases, the Governing Board shall cooperate with state and local public health agencies to encourage and facilitate immunization of all district students against preventable diseases.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.26 - Tuberculosis Testing)
(cf. 6142.8 - Comprehensive Health Education)

Each student enrolling for the first time in a district elementary or secondary school, preschool, or child care and development program or, after July 1, 2016, enrolling in or advancing to grade 7 shall present an immunization record from any authorized private or public health care provider certifying that he/she has received all required immunizations in accordance with law. Students shall be excluded from school or exempted from immunization requirements only as allowed by law.

(cf. 5112.1 - Exemptions from Attendance)
(cf. 5112.2 - Exclusions from Attendance)
(cf. 5141.32 - Health Screening for School Entry)
(cf. 5148 - Child Care and Development)
(cf. 5148.3 - Preschool/Early Childhood Education)

Each transfer student shall be requested to present his/her immunization record, if possible, upon registration at a district school.

(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)

The State Administrator/Superintendent or designee may arrange for an authorized health care provider to administer immunizations at school to any student whose parent/guardian has consented in writing. At the beginning of the school year, parents/guardians shall be notified of their right to provide consent for the administration of an immunization to their child at school. (Education Code 49403)

(cf. 5141.3 - Health Examinations)
(cf. 5141.6 - School Health Services)
(cf. 5145.6 - Parental Notifications)

Legal Reference:

EDUCATION CODE

44871 Qualifications of supervisor of health
46010 Total days of attendance
48216 Immunization
48853.5 Immediate enrollment of foster youth
48980 Required notification of rights
49403 Cooperation in control of communicable disease and immunizations
49426 Duties of school nurses
49701 Flexibility in enrollment of children of military families
51745-51749.6 Independent study

HEALTH AND SAFETY CODE

120325-120380 Immunization against communicable disease, especially:
120335 Immunization requirement for admission
120395 Information about meningococcal disease, including recommendation for vaccination
120440 Disclosure of immunization information

CODE OF REGULATIONS, TITLE 5

430 Student records

CODE OF REGULATIONS, TITLE 17

6000-6075 School attendance immunization requirements

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

UNITED STATES CODE, TITLE 42

11432 Immediate enrollment of homeless children

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

Management Resources:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

California Immunization Handbook for Child Care Programs and Schools, August 2015

Guide to Immunizations Required for Child Care

Guide to Immunizations Required for School Entry

Parents' Guide to Immunizations Required for Child Care

Parents' Guide to Immunizations Required for School Entry

EDUCATION AUDIT APPEALS PANEL PUBLICATIONS

Guide for Annual Audits of Local Education Agencies and State Compliance Reporting, July 2015

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Family Educational Rights and Privacy Act (FERPA) and H1N1, October 2009

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

California Department of Public Health, Immunization Branch:

<http://www.cdph.ca.gov/programs/immunize>

California Department of Public Health, Shots for Schools: <http://shotsforschools.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov>
Education Audit Appeals Panel: <http://www.eaap.ca.gov>
U.S. Department of Education: <http://www.ed.gov>

(11/00 11/10) 10/15

Policy: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: April 20, 2016

King City, California

Students

Immunizations

Required Immunizations

The State Administrator/Superintendent or designee shall provide parents/guardians, upon school registration, a written notice summarizing the state's immunization requirements.

The State Administrator/Superintendent or designee shall not unconditionally admit any student to a district elementary or secondary school, preschool, or child care and development program for the first time nor, after July 1, 2016, admit or advance any student to grade 7-9 unless the student has been fully immunized. The student shall present documentation of full immunization, in accordance with the age/grade and dose required by the California Department of Public Health (CDPH), against the following diseases: (Health and Safety Code 120335; 17 CCR 6020)

1. Measles, mumps, and rubella (MMR)
2. Diphtheria, tetanus, and pertussis (whooping cough) (DTP, DTaP, or Tdap)
3. Poliomyelitis (polio)
4. Hepatitis B
5. Varicella (chickenpox)
6. Haemophilus influenza type b (Hib meningitis)
7. Any other disease designated by the CDPH

(cf. 5141.22 - Infectious Diseases)

(cf. 5148 - Child Care and Development)

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6170.1 - Transitional Kindergarten)

However, full immunization against hepatitis B shall not be a condition by which the State Administrator/Superintendent or designee shall admit or advance any student to grade 7-9. (Health and Safety Code 120335)

A student who qualifies for an individualized education program (IEP), unless otherwise exempt, shall be fully immunized in accordance with Health and Safety Code 120335 and this regulation. However, the district shall continue to implement the student's IEP and shall not prohibit the student from accessing any special education and related service required by his/her IEP regardless of whether the student is fully immunized. (Health and Safety Code 120335)

(cf. 6159 - Individualized Education Program)

The student's immunization record shall be provided by the student's health care provider or from the student's previous school immunization record. The record must show at least the month and year for each dose, except that the day, month, and year must be shown for the MMR doses given during the month of the first birthday and for the Tdap dose given during the month of the seventh birthday. (17 CCR 6070)

Exemptions

Exemption from one or more immunization requirements shall be granted under any of the following circumstances:

1. The parent/guardian files with the district a written statement by a licensed physician to the effect that the physical condition of the child is such, or medical circumstances relating to the child are such, that immunization is not considered safe. The statement shall indicate the specific nature and probable duration of the medical condition or circumstances, including, but not limited to, family medical history, for which the physician does not recommend immunization. (Health and Safety Code 120370; 17 CCR 6051)
2. The student's parent/guardian files with the district, before January 1, 2016, a letter or written affidavit stating that an immunization is contrary to his/her personal beliefs, in which case the student shall be exempted from the immunization until he/she enrolls in the next applicable grade span requiring immunization (birth to preschool, grades K-6, grades 7-12). (Health and Safety Code 120335)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

When a student transfers to a different school within the district or transfers into the district from another school district in California, his/her personal beliefs exemption filed before January 1, 2016, shall remain in effect until the next applicable grade span. A student transferring from a school outside the district shall present a copy of the personal beliefs exemption upon enrollment. When a student transfers into the district from outside California and presents a personal beliefs exemption issued by another state or country prior to January 1, 2016, the State Administrator/Superintendent or designee may consult with legal counsel regarding the applicable immunization requirements.

3. The student is enrolled in an independent study program pursuant to Education Code 51745-51749.6 and does not receive classroom-based instruction.

(cf. 6158 - Independent Study)

Conditional Enrollment

The State Administrator/Superintendent or designee may conditionally admit a student with documentation from an authorized health care provider that: (Health and Safety Code 120340; 17 CCR 6000, 6035)

1. The student has not received all the immunizations required for his/her age group, but has commenced receiving doses of all required vaccines and is not due for any other doses at the time of admission.
2. The student has a temporary exemption from immunization for medical reasons pursuant to item #1 in the section "Exemptions" above.

The State Administrator/Superintendent or designee shall notify the student's parents/guardians of the date by which the student must complete all the remaining doses as specified in 17 CCR 6035.

(cf. 5145.6 - Parental Notifications)

In addition, a transfer student may be conditionally admitted for up to 30 school days while his/her immunization records are being transferred from the previous school. If such documentation is not presented within 30 days, the student shall be excluded from school until the required immunizations have been administered. (17 CCR 6070)

The State Administrator/Superintendent or designee shall review the immunization record of each student admitted conditionally every 30 days until that student has received all the required immunizations. If the student does not receive the required immunizations within the specified time limits, he/she shall be excluded from further attendance until the immunizations are received. (Health and Safety Code 120375; 17 CCR 6070)

The State Administrator/Superintendent or designee shall immediately enroll homeless students, foster youth, and students of military families even if their immunization records are missing or unavailable at the time of enrollment. School or district staff shall work with the student's prior school to obtain the student's immunization records or shall ensure that he/she is properly immunized. (Education Code 48853.5, 49701; Health and Safety Code 120341; 42 USC 11432)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

Exclusions Due to Lack of Immunizations

Any student without the required evidence of immunization may be excluded from school until the immunization is obtained or an exemption is granted in accordance with the section

"Exemptions" above.

(cf. 5112.2 - Exclusions from Attendance)
(cf. 6183 - Home and Hospital Instruction)

Before an already admitted student is excluded from school attendance because of lack of immunization, the State Administrator/Superintendent or designee shall notify the parent/guardian that he/she has 10 school days to supply evidence of proper immunization or an appropriate exemption. This notice shall refer the parent/guardian to the student's usual source of medical care or, if the student has no usual source of medical care, then to the county health department or school immunization program, if any. (Education Code 48216; 17 CCR 6040)

(cf. 5141.6 - School Health Services)

The State Administrator/Superintendent or designee shall exclude from further attendance any already admitted student who fails to obtain the required immunization within 10 school days following the parent/guardian's receipt of the notice specified above. The student shall remain excluded from school until he/she provides written evidence that he/she has received a dose of each required vaccine due at that time. The student shall also be reported to the attendance supervisor or principal. (17 CCR 6055)

Exclusion Due to Exposure to Disease

If the district has good cause to believe that a student has been exposed to a disease listed in the section "Required Immunizations" above and his/her documentation of immunization does not show proof of immunization against that disease, that student may be temporarily excluded from the school until the local health officer informs the district in writing that he/she is satisfied that the student is no longer at risk of developing or transmitting the disease. (Health and Safety Code 120370)

Records

The State Administrator/Superintendent or designee shall record each new entrant's immunizations in the California School Immunization Record and retain it as part of the student's mandatory permanent student record. District staff shall maintain the confidentiality of immunization records and may disclose such information to state and local health departments only in accordance with law. (Health and Safety Code 120375, 120440; 17 CCR 6070)

(cf. 5125 - Student Records)

The district shall also retain in the mandatory student record any physician or health officer statement, personal beliefs letter or affidavit, reason for conditional enrollment, or any other documentation related to the student's immunization record or exemptions.

Audits

If an audit reveals deficiencies in the district's reporting procedures, the State Administrator/Superintendent or designee shall present the Board with a plan to remedy such deficiencies.

(11/10 11/12) 10/15

Regulation: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: April 20, 2016

King City, California

Instruction

Summer Learning Programs

The Governing Board recognizes that an extended break from the instructional program may result in significant learning loss, especially among disadvantaged and low-achieving students, and desires to provide opportunities during the summer for students to practice essential skills and make academic progress.

Summer programs offered by the district shall be aligned with the district's local control and accountability plan (LCAP), other applicable district and school plans, and the educational program provided during the school year. When feasible, summer programs shall blend high-quality academic instruction in core curricular and/or elective subjects with recreation, nutrition programs, social and emotional development, and support services that encourage attendance, student engagement in learning, and student wellness.

(cf. 0200 - Goals for the School District)
 (cf. 0460 - Local Control and Accountability Plan)
 (cf. 3552 - Summer Meal Program)
 (cf. 5030 - Student Wellness)
 (cf. 5141.6 - School Health Services)
 (cf. 5148 - Child Care and Development Program)
 (cf. 6011 - Academic Standards)
 (cf. 6142.7 - Physical Education and Activity)
 (cf. 6143 - Courses of Study)

Summer School

The State Administrator/Superintendent or designee, with Board approval, may establish summer school day and/or evening classes.

(cf. 5148.2 - Before/After School Program)
 (cf. 6171 - Title I Programs)
 (cf. 6175 - Migrant Education Program)

The district's summer school program may be used to provide supplemental instruction to students needing remediation and/or enrichment in core academic subjects.

(cf. 6176 - Weekend/Saturday Classes)
 (cf. 6179 - Supplemental Instruction)

As appropriate, priority for enrollment in summer school programs shall be given to district students who:

1. Need course credits in order to graduate from high school before the beginning of the

next school year

(cf. 5147 - Dropout Prevention)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6162.52 - High School Exit Examination)

2. Have been retained or are at risk of being retained at their grade level

(cf. 5123 - Promotion/Acceleration/Retention)

3. Demonstrate academic deficiencies in core curriculum areas

(cf. 0460 - Local Control and Accountability Plan)

4. Are in targeted student groups identified in the district's LCAP as needing increased or improved services to succeed in the educational program

The remaining openings shall be offered to other district students on a first-come first-served basis.

Sites for summer school programs may be rotated in an effort to make summer school programs more accessible to all students, regardless of residence or regular attendance area, and to accommodate the maintenance needs of district schools.

Because summer courses cover extensive instructional content in a relatively short time period, students who have more than three excused absences or one unexcused absence may not receive credit for summer session class(es) unless they make-up missed work in accordance with law, Board policy, and administrative regulation.

(cf. 5113 - Absences and Excuses)
(cf. 6154 - Homework/Makeup Work)

The State Administrator/Superintendent or designee shall annually report to the Board on summer school enrollment in the current year and previous year for the program as a whole and disaggregated by grade level, school that the students attend during the regular school year, and student population such as students from low-income families, students with disabilities, and English learners. In addition, he/she shall report on the extent to which students successfully achieved the academic outcomes established for the program.

Additional Summer Learning Opportunities

The State Administrator/Superintendent or designee may collaborate with parents/guardians, city and county agencies, community organizations, child care providers, and/or other interested

persons to develop, implement, and build awareness of organized activities that support summer learning.

(cf. 1020 - Youth Services)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 1700 - Relations Between Private Industry and the Schools)

Strategies to support summer learning may include, but are not limited to:

1. Gathering and providing information to students and parents/guardians about summer reading programs scheduled to be conducted by public libraries or community organizations
2. Collaborating with the local parks and recreation agency and/or community organizations to provide day camps, sports programs, or other opportunities for physical education and activity

(cf. 1330.1 - Joint Use Agreements)

3. Collaborating with workforce development agencies, businesses, and community organizations to provide summer job training programs that include an academic component

(cf. 3260 - Fees and Charges)

(cf. 5113.2 - Work Permits)

(cf. 6178.1 - Work-Based Learning)

4. Encouraging reading in the home, such as providing lists of recommended reading to students and parents/guardians, establishing a target number of books or pages, and providing prizes for achievement of reading goals

(cf. 6020 - Parent Involvement)

5. Assigning summer homework in core curricular subject(s) that is due at the beginning of the school year for extra credit

6. Conducting occasional, interactive "fun days" during the summer to provide activities related to art, music, science, technology, mathematics, environmental science, multicultural education, debate, or other subjects

7. Arranging opportunities for community service

(cf. 6142.4 - Service Learning/Community Service Classes)

Legal Reference:
EDUCATION CODE

8482-8484.6 After School Education and Safety Program
8484.7-8484.9 21st Century Community Learning Centers
37252-37254.1 Supplemental instruction
39837 Transportation to summer employment programs
41505-41508 Pupil Retention Block Grant
41976.5 Summer school programs, substantially disabled persons or graduating high school seniors
42238.01-42238.07 Local control funding formula
42238.8 Revenue limit per unit of average daily attendance
48070-48070.5 Promotion and retention
51210 Areas of study for elementary schools
51220 Areas of study for grades 1-6
51730-51732 Powers of governing boards (authorization for elementary summer school classes)
52060-52077 Local control and accountability plan
54444.3 Summer program for migrant students
56345 Extended-year program for special education students
58700-58702 Credit towards summer school apportionments for tutoring and homework assistance
58806 Summer school apportionments
60851 Supplemental instruction toward exit examination
CODE OF REGULATIONS, TITLE 5
3043 Extended school year, special education students
11470-11472 Summer school
UNITED STATES CODE, TITLE 20
6311-6322 Improving basic programs for disadvantaged students
7171-7176 21st Century Community Learning Centers

Management Resources:

CSBA PUBLICATIONS

Summer Learning and Wellness Resource Guide

School's Out, Now What? How Summer Programs Are Improving Student Learning and Wellness, Policy Brief, April 2013

NATIONAL SUMMER LEARNING ASSOCIATION PUBLICATIONS

Healthy Summers for Kids: Turning Risk into Opportunity, May 2012

New Vision for Summer School, 2010

RAND CORPORATION PUBLICATIONS

Making Summer Count: How Summer Programs Can Boost Children's Learning, 2011

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

National Summer Learning Association: <http://www.summerlearning.org>
Partnership for Children and Youth: <http://partnerforchildren.org>
RAND Corporation: <http://www.rand.org>
Summer Matters: <http://summermatters2you.net>

(7/05 4/13) 12/13

Policy SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: April 20, 2016

King City, California

Instruction

Evaluation Of The Instructional Program

The Governing Board recognizes that it is accountable to students, parents/guardians, and the community for the effectiveness of the district's educational program in meeting district goals for student learning. The State Administrator/Superintendent or designee shall conduct a continual evaluation of the curriculum and the instructional program in order to improve student achievement.

- (cf. 0200 - Goals for the School District)
- (cf. 0500 - Accountability)
- (cf. 6000 - Concepts and Roles)
- (cf. 6141 - Curriculum Development and Evaluation)
- (cf. 6161.1 - Selection and Evaluation of Instructional Materials)

The State Administrator/Superintendent or designee shall provide the Board and the community with regular reports on student progress toward Board-established standards of expected achievement at each grade level in each area of study. In addition, he/she shall evaluate and report data for each district school and for every numerically significant student subgroup, as defined in Education Code 52052, including, but not limited to, school and subgroup performance on statewide achievement indicators and progress toward goals specified in the district's local control and accountability plan (LCAP).

- (cf. 0460 - Local Control and Accountability Plan)
- (cf. 0510 - School Accountability Report Card)
- (cf. 6011 - Academic Standards)
- (cf. 6162.5 - Student Assessment)
- (cf. 6162.51 - State Academic Achievement Tests)
- (cf. 6162.52 - High School Exit Examination)
- (cf. 6173.1 - Education for Foster Youth)
- (cf. 6174 - Education for English Language Learners)

Based on these reports, the Board shall take appropriate actions to maintain the effectiveness of programs and to improve the quality of education that district students receive.

Annual Monitoring of Consolidated Application Programs

The Board and the State Administrator/Superintendent or designee shall annually determine whether the district's categorical programs funded through the state's consolidated application are effective in meeting the needs of the students they are intended to serve. As a basis for this evaluation, the State Administrator/Superintendent or designee shall recommend for Board approval the specific, measurable criteria that shall be used at each school and at the district level. These criteria may include, but are not necessarily limited to, the progress of all students

and of each numerically significant subgroup toward goals contained in the district's LCAP, the school's single plan for student achievement, Title I local educational agency plan, and/or other applicable district or school plans.

Federal Program Monitoring

To ensure that the district's categorical programs comply with applicable legal requirements, the State Administrator/Superintendent or designee shall, on an ongoing basis, conduct a district self-evaluation which may utilize tools developed by the district or the California Department of Education (CDE).

When the district is selected by the CDE for a Federal Program Monitoring (FPM) compliance review, the State Administrator/Superintendent or designee shall gather and submit all documentation and data required for the review and shall cooperate with CDE staff to facilitate program monitoring.

- (cf. 0410 - Nondiscrimination in District Programs and Activities)
- (cf. 0420 - School Plans/Site Councils)
- (cf. 0520.2 - Title I Program Improvement Schools)
- (cf. 0520.3 - Title I Program Improvement Districts)
- (cf. 1312.3 - Uniform Complaint Procedures)
- (cf. 1312.4 - Williams Uniform Complaint Procedures)
- (cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)
- (cf. 4131 - Staff Development)
- (cf. 5020 - Parent Rights and Responsibilities)
- (cf. 5148 - Child Care and Development Programs)
- (cf. 5148.2 - Before/After School Programs)
- (cf. 5148.3 - Preschool/Early Childhood Education)
- (cf. 6020 - Parent Involvement)
- (cf. 6142.7 - Physical Education and Activity)
- (cf. 6171 - Title I Programs)
- (cf. 6173 - Education for Homeless Children)
- (cf. 6175 - Migrant Education Program)
- (cf. 6178 - Career Technical Education)
- (cf. 6178.1 - Work-Based Learning)
- (cf. 6200 - Adult Education)

In the event that the FPM review results in a finding of noncompliance in relation to any program, the State Administrator/Superintendent or designee shall submit a proposed resolution to the CDE within 45 days of the date the district was notified of the finding. The resolution shall be implemented in accordance with the terms and timeframe specified in the resolution agreement with the CDE.

The State Administrator/Superintendent or designee shall report to the Board regarding the

results of the review process.

Western Association of Schools and Colleges (WASC) Accreditation

The Board believes that accreditation by the Western Association of Schools and Colleges (WASC) can foster excellence and ongoing academic improvement in the district's schools. The results of the accreditation process also may demonstrate to parents/guardians and the community that the schools are meeting their goals and objectives and the WASC criteria for school effectiveness through a viable instructional program.

The State Administrator/Superintendent or designee shall undertake procedures whereby district schools may achieve and maintain full WASC accreditation status. The schools shall conduct a self-study in accordance with WASC requirements, cooperate with the WASC committee during a site visit, and develop and review action plans to increase the effectiveness of the instructional program for students. The State Administrator/Superintendent or designee shall regularly report to the Board on the status of district schools and any WASC recommendations for school improvement.

The results of any inspection of a school by WASC, or any other the accrediting agency, shall be published not later than 60 days after the results are made available to the school.

Publication shall be by notifying each parent/guardian in writing and/or by posting the information on the district's or school's web site, as determined by the State Administrator/Superintendent or designee. (Education Code 35178.4)

(cf. 1113 - District and School Web Sites)
(cf. 5145.6 - Parental Notifications)

If any district school loses its accreditation status, the Board shall give official notice at a regularly scheduled Board meeting. The State Administrator/Superintendent or designee shall provide written notification to each parent/guardian of a student in the school that the school has lost its accreditation status, including the potential consequences of the loss of accreditation status. This notice shall also be posted on the district's web site and the school's web site. (Education Code 35178.4)

Legal Reference:

EDUCATION CODE

33400-33407 Educational evaluations

35178.4 Notice of accreditation status

44662 Evaluation and assessment guidelines, certificated employee performance

48985 Compliance with translation of parental notifications

51041 Education program, evaluation and revisions

51226 Model curriculum standards

52052-52052.1 Academic Performance Index; numerically significant student subgroups
52060-52077 Local control and accountability plan
62005.5 Failure to comply with purposes of funds
64000-64001 Consolidated application process
CODE OF REGULATIONS, TITLE 5
3930-3937 Program requirements
3942 Continuity of funding
UNITED STATES CODE, TITLE 20
6311 Adequate yearly progress

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

FPM Frequently Asked Questions

Federal Program Monitoring Instruments

WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES PUBLICATIONS

Focus on Learning Joint WASC/CDE Process Guide, 2014

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Testing and Accountability: <http://www.cde.ca.gov/ta>

Western Association of Schools and Colleges (WASC), Accrediting Commission for Schools:
<http://www.acswasc.org>

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Policy: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: April 20, 2016

King City, California